

# Firefighter Recruitment Orientation Guide



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Municipality of Temagami

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## **Foreword**

This orientation guide has been developed as a resource for those individuals who have indicated an interest in becoming a member of a Temagami Fire Department. Participation as a member of a fire service will bring personal rewards, satisfaction, raise self-esteem and give you a tremendous sense of accomplishment for a job well done.

Making a commitment to serve as a Firefighter is a serious decision. We ask that you take the time to read this orientation guide and get the facts regarding what is involved in being a member of the Fire Service.

**Candidates often underestimate the amount of time and effort required to be a successful firefighter.**

This orientation guide contains information on the Temagami Fire Service, training, participation requirements, the nature of our business, and answers the typical questions raised by prospective members. While this orientation guide will not answer all possible questions about membership, it will provide you with information about the most important areas. This guide should be kept as a resource as you proceed through the recruitment process.

Once you understand what is involved in being a member of a Fire Service, we hope you will be able to make the commitment our community requires. The service provided by Firefighters is truly valuable to the citizens of our municipalities and we hope that you are able to contribute to the community's public safety.

**Please read this guide thoroughly so that you clearly understand the steps in the recruitment process.**

**IF you feel you have what it takes, we look forward to hearing from you.**

Further information can be obtained by directly contacting the Temagami Fire Service.

## **The Fire Service, and the Role of the Firefighter**

### **Goals of the Fire Service**

The goal of the Temagami Fire Service is to provide fire protection services through the three lines of defense by protecting the lives and property from the adverse effects of fires or exposure to dangerous conditions created by man or nature.

The three lines of defense are:

1. Public education and prevention.
2. Fire safety standards and code enforcement.
3. Emergency response (suppression).

### **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/paid-on call, and career Firefighters. Imagine having to train to prepare yourself to cope with situations which range from structure fires, Motor Vehicle Collisions/Auto Extrication, hazardous chemical spills, technical rescues 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 the profession very personally rewarding.

There are two basic purposes of the public fire service. First, to reduce fires or emergencies from occurring through fire safety education, fire inspections and fire code enforcement programs. Second, to prepare ourselves to control fires or emergencies should prevention not prevail. This is done through education, training, pre-incident planning, more training, state of the art equipment and even more training.

This type of work is not for everyone. You need more than just a desire to help people. You also need courage, dedication, compassion, assertiveness, and a willingness to learn new skills and face new challenges. The Fire Service is not for the timid or for those who lose control of their emotions during times of crisis. Our service asks 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 Service 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 list could go on.

**Recruits must be prepared to commit to a philosophy of life-long-learning, and regular attendance to training and events. Practices are the first 4 Mondays of every month, 7:00 to 9:00pm, with the occasional 4 hour practical session held on a weekend for in-depth training scenarios.**

We want to acknowledge the effort every applicant puts into the pursuit of being a firefighter and their desire to assist in the protection of their community. Should you have additional questions, please do not hesitate to contact the Fire Chief. Contact information is located on the cover page of this guide.

## Firefighter Code of Ethics

The Fire Service is one which is founded on mutual respect and trust between firefighters and the citizens they serve. To ensure the continuing integrity of the Fire Service, the highest standards of ethical conduct must be maintained at all times.

You will have the responsibility to conduct yourself in a manner that reflects proper ethical behavior and integrity. In so doing, you will help foster a continuing positive public perception of the fire service

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that you serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Responsible to err on the side of caution and not respond for a department function OR an emergency response if your ability is impaired by the use of an intoxicating beverage or drug.
- Exercise professionalism, competence, respect and loyalty in the performance of your duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those you are entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by your position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

## **Training and Participation**

**Training is a cornerstone of the fire service.** Nothing is more essential than the training that establishes and maintains skills that enable firefighters to safely and effectively deliver service. In many instances, the lack of basic firefighter skills has led to poor emergency incident operations and, in many areas, firefighter injury and death.

Training is essential to firefighter safety; it is incumbent upon fire departments to ensure that firefighters are trained to safely and efficiently perform to a defined level of service by Municipal council.

As with most skills, simply learning them (*once & done*) is not sufficient; our training program focus is providing initial training, on-going skills maintenance and demonstration of competency skills maintenance to ensure essential success.

The department's training program utilizes a combination of theory and practical training, delivered on-line and by in-house instructors, which culminates in scenario-based practical training evolutions.

Practices are held the first 4 Mondays every month, from 7:00 to 9:00, with the occasional 2-4 hour practical session held on a weekend for in-depth practical scenarios. The expectation is that firefighters will attend a majority of these practices.

Training is a life-long commitment. Firefighter training is the direct responsibility of the Fire Chief with the assistance of the Deputy Chief, Training Officer, Captains and qualified Firefighters.

### **Training Requirements – Firefighter Orientation**

To meet Firefighter Certification legislation *O. Reg 343/22: FIREFIGHTER CERTIFICATION*, it is estimated members need to complete approximately 150 hours of firefighter training. Firefighter written and practical evaluations by the Office of the Fire Marshal Academic Standards and Evaluations (ASE) division are to be done within 36 months of hire/employment.

The goal of the Department's training program is to train above the minimum certification level required for the services authorized to provide (Exterior Attack Firefighter with Auto Extrication); to meet the requirements of section 25(2)(h) of the *Occupational Health & Safety Act* in the event immediate action is necessary to preserve & protect life. Ideally all firefighters will pursue certification to full NFPA firefighter 1 & 2 as well as obtaining their D/Z driver's license.

The Department will support department members that desire to obtain higher levels of Fire Service Certification, including:

- Interior Attack Firefighter (Ontario Seal)
- Firefighter 1 & 2 (NFPA 1001)
- Pump operator (NFPA 1002)
- Haz-Mat Operation Specific (NFPA 1072)
- Team Lead (Ontario Seal for officers)
- Officer 1 & 2 (NFPA 1021)
- Training Officer: levels 1 & 2 (NFPA 1041)
- Fire Prevention / Inspector: (NFPA 1031)
- Fire & Life Safety Educator (NFPA 1035)
- Fire Investigator (NFPA 1033)
- Incident Safety Officer (NFPA 1521)

- **Recruit Firefighter (16-20 hours).**

*Successful completion is required before receiving a pager and being authorized to attend emergency incidents. This initial firefighter orientation & safety training includes:*

- Municipal Orientation, Health & Safety - FFI
- Fire Department Organization/Professionalism -FFI
- Fire Science & Behaviour, introductory level
- Personal Protective Equipment, including Self Contained Breathing Apparatus (SCBA)
- Firefighter Safety, responding to & operating in work areas at emergency scenes,
- Scene Size-up & Safety, introduction to Incident Command
- Fireground Rehabilitation; Hygiene & Decontamination
- Fire Communications; initiating emergency calls/ operating fire department radios
- Station, Apparatus & Tool Orientation - FFI

- **Exterior firefighter with Auto Extrication (Ontario Seal Certificate)**

*Training the firefighter to perform Fire suppression conducted from the exterior of a burning structure. SCBA may be worn based on smoke direction to provide additional safety; however, firefighters working at the Exterior Attack level should not be normally operating in IDLH environment. Interior rescue training is NOT conducted at this level. Subject topics include:*

- Critical Incident Stress Management
- Portable Fire Extinguishers, Ropes and Knots, Ground Ladders
- Hose Operations and Hose Streams
- Urban Water Supply & Hydrant Operations
- Rural Water Supply, Portable Pumps & Tanker Operations
- Fire Suppression, Class A exterior fires,
- Building Construction , Structural Firefighting; Electrical & Solar Safety
- Vehicle Fires; including EV, hybrid and alternate fuel vehicles
- Technical Rescue Support and Vehicle Rescue Operations
- Auto Extrication,
- Foam Firefighting, Liquid Fires, and Gas Fires, Class B Fires - Propane Safety
- Incident Scene Operations, Fire Origin and Cause Determination
- Gas Detection & Air Monitoring; Pre-Planning
- NFPA 1072 Haz-Mat Awareness

*Successful completion of skills & knowledge identified in O. Reg 343/22: FIREFIGHTER CERTIFICATION (exterior firefighter with Auto extrication) is required within 36 months*

- **SP103 Forest Firefighting (non-mandatory)**

*Training standard for municipal fire departments providing forest fire suppression to meet Ministry of Natural Resources training requirements under the Forest Fire Management Agreement. Approximately 12 to 16 hours of theory and practical skill training.*

- **Interior firefighter with Auto extrication:**

*Training the firefighter to perform Fire suppression of a fire beyond the incipient stage that is conducted from the interior of a burning structure and requires full firefighting PPE and SCBA. Includes the training required for Auto Extrication component (similar to Exterior Firefighter) Firefighters are strongly encouraged to attain their interior firefighting certificate (Ontario Seal certification)*

- **NFPA 1001 Firefighter 1 & 2**

*Training standard required by fire fighters that are providing Interior suppression, Auto Extrication and Haz-Mat Operations specific services. This level of training is a requirement for “full-service” fire departments. While not a mandatory level of training required by our firefighters, the goal of the department’s training program is provide the necessary training required should firefighters wish to certify to NFPA 1001 Firefighter 1&2. Certification to this level will also require Haz-Mat 1072 Operations Specific*

### **Training Documentation/Records**

All training shall be documented by recording the attendance of all firefighters who participated in training and those who met the outlined learning objectives. Firefighters who participated in a training session, but did not meet the learning objectives, shall be recorded as attending for the purpose of compensation but shall not be recorded as being complete until the learning objectives are met. Both the firefighter and training officer(s) have a shared responsibility to ensure all training skills are properly documented.

### **New Equipment/New Skills Training**

Temagami Fire Services will provide the appropriate training any time new equipment and/or new skills are introduced. This training will be specifically developed related to the new equipment and/or new skill and delivered in accordance with prepared lesson plans.

### **Access to Training Resources**

In addition to firefighting manuals and associated workbooks, firefighters (& recruits) have access to an on-line training program for firefighters. These resources are utilized for a large portion of introducing members to the theory and knowledge training lessons; reducing the classroom training to shorter overview of the subject, allowing the instructor to focus on reviewing/emphasizing key subject components, and providing for more time for firefighters to demonstrate practical skills.

The online training program allowing members (& recruits) to learn the knowledge required on their own schedule during the allotted time frames. Similar to attendance at practices, the firefighter’s online training program maintains a record of firefighter’s progress completing training provided through the program

Firefighter knowledge testing/evaluations will occur through-out the year to ensure firefighters are retaining the theory and knowledge required, helping keep firefighters safe in all the tasks they may be required to perform at an incident. Instructors will be available to assist as needed.



## **Job Specification - Firefighter**

A firefighter is a skilled emergency service responder working in a team environment, in accordance with established policies, procedures, and guidelines. A firefighter is responsible for rapidly, efficiently and safely performing tasks at emergency incidents, frequently in hazardous conditions, under the direction and supervision of an officer. If first on scene, a firefighter may be responsible for fire ground and emergency operations (Incident Command) until relieved by a senior officer or firefighter. Routine duties include maintenance of firefighting vehicles and equipment, facilities, and assisting with fire prevention and public education programs and events.

### **Duties and Responsibilities:**

- Carry a pager / electronic notification device to be alerted of / respond to emergency incidents when available;
- Responds to Emergency Incidents as per by-laws, policies and procedures
- At fire incidents, lays and connect hose lines and nozzles, turn water on and off, holds nozzles and directs water streams, raises and climbs ladders, uses extinguishers and other equipment; performs suppression and rescue tasks as assigned
- Works safely and in a manner consistent with Occupational Health and Safety Act, department policies, and operating guidelines
- Wears and maintains all required Personal Protective Equipment, as per Department policies & guidelines
- Operates rescue equipment, performs assigned tasks at motor vehicle collisions, hazardous material incidents, and other emergency responses as directed.
- Drives and operates fire vehicles and equipment as assigned
- Assists in the cleaning, checking and replacement of tools and equipment after an emergency call or practice, reporting any equipment / vehicle deficiencies to senior officers
- Attends regular training sessions to maintain existing skills and to learn new fire fighting and rescue skills and knowledge. A minimum of 65% attendance to training sessions is required - with consideration for members working out of town.
- Assists in fire prevention and public fire education programs
- Performs related duties as assigned

### **Required Knowledge, Skill and Abilities**

- Proficiency in the English language, both verbally and in writing,
- ability to work in team environment/work with others, conscientious and dependable
- ability to maintain a high degree of confidentiality at all times
- ability to exercise discretion and tact and to react calmly and quickly in emergency situations
- Effective oral communication and strong interpersonal skills to deal with members of the public, and staff
- Working knowledge of Fire Department by-laws, policies and Operational Guidelines (SOGs)
- Working knowledge of the methods and techniques required to complete all tasks associated with emergency services provided by the department (structural/wildland fires; auto-x...)
- Ability to lift, carry 18 kg 30 meters, advance a charged 45mm hose line 30 meters.
- Skills and ability to safely operate department apparatus, firefighting and rescue equipment
- knowledge of safety rules, procedures, proper operating techniques, maintenance requirements and limitations of department equipment being operated

- General knowledge of the department’s response area & emergency services provided; awareness of municipal fire response services in the municipality and surrounding areas
- Agility and strength to do prolonged and arduous work under adverse conditions
- Ability to react quickly and remain calm under duress and strain

### **Experience and Training**

- Graduation from a secondary school, or equivalent work experience.
- Successful completion of department training, related courses, tests, and standards
- Ability to complete minimum training requirements, obtaining *Exterior Firefighter with Auto extrication* certification within 36 months (*O.Reg 343/22: FIREFIGHTER CERTIFICATION*)
- Standard First Aid training certificate, including CPR.
- Ability to obtain DZ Driver’s licence

### **Working Conditions**

- Covered by the Workplace Safety and Insurance Board
- Covered with On-Duty Accidental Injury/death Insurance Policy
- May be required to obtain a Hepatitis ‘B’ vaccination or provide confirmation of current vaccination
- Expected to respond and work in all types of weather and less than ideal conditions.
- Ability to wear Personal Protective Equipment (PPE) and Self Contained Breathing Apparatus (SCBA) with a combined weight of up to 50 lbs.
- For reasons of safety, facial hair that may affect the integrity of the SCBA facemask seal, such as beards, bushy moustaches, and long sideburns, is not permitted. As per CSA Z94.4-18.
- Potential to work / enter hazardous atmospheres while wearing PPE and SCBA
- Working adjacent live traffic lanes, performing traffic control duties;
- Ability to work while wearing respirators

### **Required Licences**

- Valid Ontario driving licence, (minimum Class G2).

### **Hours of Work and Compensation**

The department currently has 2 rates of compensation for hours worked.

- ***Recruits*** completing the “Recruit Training Program” will be compensated for training hours (Minimum Wage) and costs associated with Medical examination & Driver’s Abstract. **NO wages or compensation will be paid for those not completing the Recruit training program.**
- ***Firefighters*** receive an hourly wage compensation of approximately \$20.00 per hour (2022 rates), to attend emergency calls, training, conduct fire prevention/education and other approved department activities. NO compensation is provided for being “on-call” / available to respond to emergency activations when activated/paged out (volunteer firefighter income tax benefit).

The municipality provides all required personal protective equipment, and in the unlikely event of a time loss injury, as a municipal worker, WSIB coverage is provided. In addition the department provides “on-duty” insurance benefits through VFIS.

### **Member Benefits**

The Municipality provides free membership for firefighters to the Municipal exercise equipment

## **Minimum Requirements for Employment Eligibility**

In order to be considered for employment, in addition to a completed application, all applicants must provide the following items, which are required at various stages throughout the recruitment process.

- Applicants must be 18 years of age or older
- Proof of valid Ontario driver's license (minimum G2 class) and a current abstract must be provided prior to commencement of employment.
- Completed PAR-Q+ questionnaire and if required, a Medical Examination Report, completed and signed by a medical professional
- Signed Consent Waiver and Release Form
- Criminal Record Check with Vulnerable Sector

Please note that applicants will be reimbursed for costs associated with required documentation upon successful completion of the recruit training program.

All applications will be reviewed with priority being given to those who demonstrate the following:

- Employment or residence within the municipality or reasonable response time to the fire station
- Current first aid and CPR certificates
- Valid class DZ driver's license with a clean abstract
- Permission to leave place of employment to respond to alarms
- Previous Fire Department experience
- Demonstrated commitment (i.e. volunteer service)
- Related experience (i.e. Nursing, EMS, Mechanical Trades)
- Previous pertinent training (i.e. WHMIS, OHS, NFPA)

## **Conditions of Employment**

Ability to:

- Attend training leading to certification to Ontario Seal Exterior Firefighter with Auto Extrication, with NFPA 1072 awareness level within 3 years
- Acquire and maintain First Aid/CPR certification within one year of employment
- Successfully complete all required training programs and demonstrate proficiency in all required activities
- Maintain Ontario driver's license / clean driving record clear of criminal offences
- 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
- Maintain professionalism by following the firefighter code of ethics

## **Opportunities for Advancement within the Department**

All firefighters are encouraged to enhance their training and commitment for the opportunity to advance to assigned department duties/responsibilities, such as:

- Pump Operator (NFPA 1002)
- Captain (Fire Officer)
- Training instructor (NFPA 1041)
- Fire Prevention / Education duties
- Vehicle Maintenance Coordinator
- Equipment Maintenance Coordinator

## **Recruitment Process and Important Dates**

The recruitment selection process consists of the five stages, each with important dates. These stages are described in greater detail on the following pages:

<b>Stage 1 – Application Submission</b>
Applications are available at the end of this information package and on the Municipal Website
<b>Requirement:</b> By submitting an application, the applicant confirms having read the “recruit Information” document, available on the Municipal website
Selected applicants will proceed to Stage 2
<b>Stage 2 – Recruitment Information Session / Interviews</b>
The Fire Department will contact the selected applicants and schedule a meeting time & date agreeable to both the applicant & department interview committee. Important details on the recruitment process are provided, including expectations of firefighters, training requirements Opportunity for the applicant to learn more about what the requirements and expectations that the Fire Department has, and for the applicant to ask questions to determine if this is something they wish to become involved in.
Selected applicants will proceed to stage 3
<b>Stage 3 – Job Specific Physical Testing</b>
<b>A completed &amp; signed Par-Q questionnaire <u>must be submitted</u> before physical testing</b>
Participants will complete a number of skills to determine their physical capabilities to department members – these physical testing are to determine the capabilities of the participant and not a pass/fail evaluation.
See page 12 for details and requirements.
Selected applicants will be offered a spot in the Recruit Training Program
<b>Stage 4 – Recruit Training Program</b>
<ul style="list-style-type: none"><li>- Satisfactory Driver’s Abstract provided (MTO)</li><li>- Satisfactory Vulnerable Sector / criminal background check (police)</li><li>- Satisfactory Medical Examination provided</li><li>- Completion of all components of Recruit Training Program within 45 days. <b><i>NOTE: Only candidates that complete the recruit training program will be compensated for training hours and reimbursed for cost of Drivers Abstract, Medical &amp; background check</i></b></li><li>- Successful integration / demonstrated ability to work with department members / within team environment</li></ul>
See page 12 for details.
Successful recruits will: <ul style="list-style-type: none"><li>- be compensated for training hours at Ontario minimum wage rate</li><li>- be offered a firefighter position (dependent on available openings)</li></ul>

## **Stage 1: Applications**

All applicants are encouraged to read the “Recruit Training Information” package available on the Municipal website.

All applicants are required to submit an Application for Firefighter form to the department they wish to apply to. An application form is included in this package.

### Required Application Information to be submitted to the Municipality:

- Completed Application, submitted to the department being applied for; prior to the closing date during targeted recruitment drives
- Other Desirable Skills/Knowledge: if you have any of the items below, please provide a supplemental information (including a copy where applicable) with your application:
  - First Aid and CPR certification/training
  - Class DZ or higher driver’s license
  - Previous Fire Service experience
  - Previous pertinent training (i.e. WHMIS, OHSA)
  - Related Experience (i.e. Nursing, EMS, Mechanical Trades)
  - Demonstrated Commitment (i.e. volunteer service)
  - Criminal Record Check (requirement of “*conditional offer*”)
  - Driver’s Abstract
- Completed Consent Waiver and Release Form

## **Stage 2: Recruitment Information Sessions / Interviews**

Recruitment Information Sessions maybe held during targeted recruitment drives/events. All applicants should make every effort to attend the session, as important details on the recruitment process are provided, including expectations of firefighters, training information and dates.

No scheduled Recruitment Information Sessions: In the absence of scheduled firefighter recruitment drives, applicants are encouraged to read the Recruit Training Package on the Municipal Website prior to submitting an application.

On receipt of an application the department will contact the applicant to schedule a combined Information session & interview with the department hiring committee.

A review of applications will be conducted and selected applicants will have the opportunity to advance to Stage 3 of the selection process.

### Stage 3: Job-Specific Physical Testing

#### **Important Reminder:**

A Physical Activity Readiness Medical Examination (PAR-Q+) completed and signed, and the Consent Waiver and Release Form must be provided prior to participating in the physical testing. All costs associated with this requirement are the responsibility of the applicant. There will be no exceptions!

Only selected applicants who provide a satisfactory PAR-Q+ questionnaire (<https://eparmedx.com/>) and Consent Waiver and Release Form (pg. 18) will have the opportunity to participate in the job-specific physical testing.

The tasks that make up the physical testing are designed to reflect job-specific tasks required in the performance of firefighting duties. The purpose of this analysis is primarily to provide you with a realistic idea of incident tasks that you will be expected to perform and to provide the Fire Department with a valid assessment of the applicant's physical capabilities relative to the functions required by the position.

Examples of sample tasks, while wearing bunker gear and a helmet include:

- Climbing a 24' extension ladder to height of 10 feet from floor level
- Coupling and uncoupling a hose fitting while on the ladder (5' from floor level)
- Crawling through a confined space (24" plastic pipe)
- Lifting and carrying equipment (from 30 to 50 lbs.) over 50 feet
- Hoisting & lowering equipment (up to 25 lbs.)
- Advancing a charged hose line over 150 feet
- While wearing Bunker suit & SCBA pack (no mask) (timed event)
  - Walking over 250 feet on level ground
  - Climbing and descending 1 set of stairs
  - Dragging a weighted dummy over 30 feet (without SCBA pack)

All components of the physical test must be completed within a prescribed period of time, in order to successfully assess the applicant's current physical capabilities relative to the functions of the position. The testing is not a pass / fail requirement to moving on to stage 4 (Recruit Training Program)

A review of Job-Specific Appraisals will be conducted and selected applicants will have the opportunity to advance into the Recruit Training Program.

### Stage 4: Recruit Training Program

Completion of the Recruit training program within 45 days, all required documentation has been received by the department, including Drivers abstract, Vulnerable Sector Check, and Medical.

After the recruit has successfully completed the recruit training program, and provided the required documentation, the candidates will be offered a firefighter position (dependent on available positions).

## **Selection & Acceptance**

Note: The start date of the recruit training program will be announced to successful candidates.

The selection of applicants is based on qualifications as well as 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 firefighter with the Municipality. 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 undertaking the training program.

Successful applicants will be required to attend and successfully complete a recruit training program. This program takes place on evenings and weekends. The duration of the program will be approximately 20 hours of practical and online training.

The following items will be required to be submitted prior to completion of the recruit training program:

- A reliable means to respond to alarms
  - Proof of valid Ontario Driver's License and current abstract must be provided prior to operating department vehicles (*G/DZ*) or driving personal vehicle to emergency incidents
- Proof of a clean Criminal Record (with occupational relevance), and no convictions for which a pardon has not been granted
- A certificate of vulnerable sector screening, completed by OPP, prior to completion of the recruit training program
- A completed physical exam by firefighter's doctor

### **Frequently Asked Questions:**

#### **Q. How do I submit my application?**

A. Your completed application can be dropped off at the Municipal Office or submitted online to [temfire@temagami.ca](mailto:temfire@temagami.ca) . Contact information can be found on the cover page of this document.

#### **Q. Am I required to submit my Driver's Abstract, PAR-Q+ questionnaire and Criminal Background Check with my application?**

A. NO. Your application may be submitted without these documents. However, they are required at various stages in the process. A completed PAR-Q+ questionnaire is required for Stage 3 (Physical Testing), and your Driver's Abstract and Criminal Background Check and physical/medical exam are required prior to completing the recruit training program/offered a firefighter position on the department.

#### **Q. I did not attend the Recruitment Information Session. Can I still submit an application?**

A. Yes. Attendance at the Recruitment Information Session is not mandatory however it is strongly encouraged as it provides important information on the recruitment process, as well as expectations of firefighters.

#### **Q. Does the Municipality cover the costs for any required documentation (Medical Examination, Driver's Abstract)?**

A. Medical, driver abstract, and vulnerable sector check costs are reimbursed for candidates offered a position in the recruit training program (stage 3).

#### **Q. If I am successful in the recruitment process, will facial hair be allowed for firefighters?**

A. 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. As per CSA Z94.4-18.

#### **Q. I was invited to participate in the Aptitude Testing but am unavailable on the scheduled date. Can I still proceed in the recruitment process?**

A. If you are unable to attend on the specified time, please contact the Fire Chief so that alternative arrangements could be made.

#### **Q. Should I submit my completed PAR-Q+ questionnaire with my application?**

A. The PAR-Q+ is not required with your application. However, it is required for selected candidates to participate in the Stage 3 Job Specific Testing of the Recruitment process.

#### **Q. I have been invited to the Job Specific Physical Testing. Should I bring my completed PAR-Q+ questionnaire and signed Consent Waiver to the testing?**

A. While yes, be advised that this approach is not optimal, as department staff will not have had the opportunity to review the documents to ensure it have been completed properly.

#### **Q. I have been invited to the Job Specific Physical Testing but am not able to see my Doctor until after the testing date. Can I still participate in the testing?**

A. IT depends. The PAR-Q+ questionnaire only requires sections to be completed by a medical practitioner if any of your answers in the first section identify the need for a doctor's evaluation.

#### **Q. How many training hours are required to become a firefighter?**

A. Recruits will be expected to successfully complete approximately 20 hours of practical and theory, includes online training. Once the recruit training is successfully completed, you will be issued a pager and authorized to work with/alongside department members. It's estimated up to 150 hours of training to meet minimum requirements for provincial certification testing & skills evaluation.



# Fire Department Application Municipality of Temagami

<input type="checkbox"/> <b>Marten River</b>	<b>Fire / Rescue Division</b>	<input type="checkbox"/>
<input type="checkbox"/> <b>Temagami</b>	<b>Prevention / Public Education</b>	<input type="checkbox"/>

**Personal Information:**

**Please Print**

Last Name: \_\_\_\_\_ Given Name \_\_\_\_\_ Initial: \_\_\_\_\_

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

**Contact information** (contact information will be used for scheduling an interview)

e-mail: \_\_\_\_\_

Home phone # \_\_\_\_\_ Cell# \_\_\_\_\_

Do you have a valid driver's license Yes  No  Class: \_\_\_\_\_ **Z** endorsement? Yes  No

Do you have 24-hour transportation? Yes  No

**Volunteer Eligibility Requirements**

Grade 12 Education or Equivalent;

A valid driver's license (class G2 with minimum 1 year experience), &

Physically able to perform the essential duties of a member of the Volunteer Fire Department

Note:

Driver's Licence Abstract will be required prior to being offered a position on the Fire Department

All applicants must present a clean Police Record Check's prior to being offered a position on the Fire Department.

Legally eligible to work in Canada? Yes  No  Do you meet Eligibility Requirements? Yes  No

Are you able to understand oral and written English? Yes No

Other Languages? (*describe*) \_\_\_\_\_

**Employment History:**

**Present Employer:** \_\_\_\_\_ Job title: \_\_\_\_\_

Address \_\_\_\_\_

Duties: \_\_\_\_\_

Period of employment: \_\_\_\_\_ May we contact your employer Yes  No  Ph. \_\_\_\_\_

shift work? Yes  No  Describe: \_\_\_\_\_

**Will your employer allow you to leave work to respond to an emergency? Yes  No**

**Past Employer:** \_\_\_\_\_ Job title: \_\_\_\_\_

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

Duties: \_\_\_\_\_

Period of employment: \_\_\_\_\_ May we contact this employer Yes  No  Ph. \_\_\_\_\_

High School / Vocational School / College / University

Name of Institution	Year Completed	Level Completed	Major/Specialization

Courses / Certificates / Specialized Skills / Trades (additional pages may be attached)

Description	Date

**Previous firefighting or emergency responder experience?** Yes  No  Years Service: \_\_\_\_\_

Department: \_\_\_\_\_ Service date \_\_\_\_\_ to \_\_\_\_\_

Address: \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

**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 or post-secondary courses.
3. Certificates or professional experience.

<u>Skill</u>	<u>Level</u>		
	1.	2.	3.
<input type="checkbox"/> Automotive Repairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Electrical Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Radio Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> First Aid – Canadian Red Cross	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Mechanical Systems (Pumps, Valves, Pipes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Building Trades or Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Scuba Diving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Ice Water/Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Confined Space Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> High Angle Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Urban Search and Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Hazardous Materials Response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Occupational Health and Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Athletic or Sports Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Coaching/Teaching/Facilitation Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Photography	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Media training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Volunteer Experience:**

Vol. Organization: \_\_\_\_\_ address: \_\_\_\_\_

Duties: \_\_\_\_\_

How long did you volunteer there: \_\_\_\_\_ May we contact them? Yes  No  Ph. #: \_\_\_\_\_

Vol. Organization: \_\_\_\_\_ address: \_\_\_\_\_

Duties: \_\_\_\_\_

How long did you volunteer there: \_\_\_\_\_ May we contact them? Yes  No  Ph. #: \_\_\_\_\_

List two references (other than relatives) and their phone numbers:

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

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

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

Additional Sheets /information attached: YES  NO

I certify that the answers to the questions on this application are true to the best of my knowledge. I understand that a false statement may disqualify me from employment or cause my dismissal. I also agree to provide information on request including personal information as defined in the Municipal Freedom of Information and Protection of Privacy Act and the Freedom of Information and Protection of Privacy Act.

\_\_\_\_\_  
**Applicant's signature**

\_\_\_\_\_  
**Date**

Collected in accordance with the Municipal Freedom of Information & Privacy Act 1989, s.28(2). If you have any questions about this form please contact the Chief Administrative Officer, Municipal Office, 7 Lakeshore Drive, P.O. Box 220, Temagami ON P0H 2H0 Tel: (705) 569-3421

FOR OFFICE USE	
Date Received by Fire Department: ____ / ____ / ____	SC application review _____ SC Reference Check _____
Applicant contacted: _____ / ____ / ____	SC final recommendation _____

**CONSENT WAIVER AND RELEASE FORM**

**TO: THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI and its FIRE SERVICES.**

**WHEREAS** the Corporation of the Municipality of Temagami (the “Corporation”) and the Fire Service require that applicants for the position of a Firefighter be examined.

**AND WHEREAS I,** \_\_\_\_\_ have submitted to the Corporation, my signed application for the position of a Firefighter, and have been informed that I am required to be examined for this position, and required to participate in a series of tests to demonstrate my strength, endurance and physical agility.

**AND WHEREAS,** the procedures to be followed during the said examination and said series of tests to demonstrate my strength, endurance and physical agility and have been fully explained to me;

**NOW THEREFORE,** I, for myself, my heirs, executors, administrators or assigns, hereby consent to and agree to be examined for the position of a Firefighter, and consent to and agree to participate in a series of tests to demonstrate my strength, endurance and physical agility and I for myself, my heirs, executors, administrators or assigns, hereby waive any and all claims against the Corporation, that I, my heirs, executors, administrators or assigns, or any of them now or hereafter can, shall, or may have, for, on account of, or because of any injury or damage that I may sustain because of, in connection with, or on account of said examination and said series of tests to demonstrate my strength, endurance and physical agility, and I, for myself, my heirs, executors, administrators or assigns, do hereby remise, release and forever discharge the Corporation from any and all liability claims for damages, actions, suits and demands whatsoever, which I, my heirs, executors, administrators or assigns or any of them now or hereafter and without restricting the generality of the foregoing, for or by reason of any cause, matter or thing arising out of or resulting from my participation in said examination and said series of tests to demonstrate my strength, endurance and physical agility.

**IN WITNESS WHEREOF** I have hereunto set my hand and seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF**

Applicant Name (Please Print or Type) \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Witness Name (Please Print or Type) \_\_\_\_\_

Witness Signature \_\_\_\_\_

**Note: This completed form and Physical Activity Readiness Medical Examination (PAR-Q+) MUST be received before applicant will be permitted to participate in the physical testing.**

## Candidate Application Check List

**The following items are required to apply to the Recruit Training Program**

1. **Application** (signed, dated and fully completed)
2. **Consent Waiver / Release Form** (signed, dated by applicant and witness)
3. **2022 Physical Activity Readiness Medical Examination (PAR-Q+)**   
(available at <https://eparmedx.com/> )

*Recruits will be required to obtain the following items prior to being offered a firefighter position:*

4. **MTO 3 year Driver's Abstract**
5. **Criminal Record Check**   
*You will require a department form for your medical practitioner to complete.*
6. **Criminal Record Check**   
*You will require a letter from the Municipality in order to request a Vulnerable Sector Search.*

Candidate Application Check List Revised February 15, 2023