Dear Volunteer Firefighter Candidate,

On behalf of Central Frontenac, we thank you for taking the time to consider becoming a Volunteer Firefighter with our department. This package has been produced to inform you of the position requirements and your role as a candidate in our Volunteer Firefighter recruitment process.

The following is an explanation of the stages of the recruitment process. Please thoroughly read this information before proceeding in the process. Applicants who do not meet the minimum requirements will not be considered.

Once you have reviewed this package in its entirety, and are still interested in proceeding further with the recruitment process, please complete the application online or fill out by hand and submit in person, mail or by email to the following:

Greg Robinson
Manager Emergency Service Fire Chief
1084 Elizabeth Street
Sharbot Lake, ON
K0H 2P0

firerecruitment@centralfrontenac.com

Applicants who are successful in the application stage will be contacted by phone or by email to advise of further testing and interview dates.

Thank you again for taking the opportunity to explore a position with our Fire Department. We wish you every success in your endeavors.

Sincerely,

Greg Robinson
Manager Emergency Service Fire Chief
Employment Opportunity
Volunteer Firefighter

Central Frontenac Fire & Rescue is accepting applications from women and men for the position of Volunteer Firefighter.

Central Frontenac Fire & Rescue is comprised of a career Fire Chief, part time Deputy Chief, 2 District Chiefs, 16 Captains and 80 Firefighters. We provide fire & rescue services to protect a rural area covering over 1000 square kilometers. We also provide fire protection services to neighboring municipalities through Mutual and automatic aid agreements.

Firefighters are required to respond to calls for emergency assistance including but not limited to fires, medical emergencies, motor vehicle accidents, water/ice rescue, and hazardous material incidents. In addition to emergency response and training, volunteer firefighters participate in local community events such as fire and life safety, public education, fire drills, school programs and fire station tours for children.

Responding to emergencies, on-going training, and community involvement requires a lot of time and commitment. It may require you to respond in the middle of the night, during family activities, and holidays such as Christmas. Success in the position of a volunteer firefighter is greatly attributed to the on-going support of family and friends. We do not expect you to make arrangements with your employer to respond to emergencies while at your job.

Annually, you will be participating in approximately 60 hours of training, about the same amount of time for emergency responses and about 20 hours for community activities.

Training is a critical component of being a firefighter. After successfully completing an initial 60 hour recruitment training course, each member is expected to attend a minimum of 60% of all regular training and 40% of emergency calls. There are also numerous training opportunities and courses held at various locations and times during the year.

In this volunteer position, you will be provided with extensive training with the opportunity to obtain certification in firefighting, fire & life safety education, and rescue activities. You will participate alongside other firefighters in stressful, physically and mentally challenging situations which can be inherently dangerous, for which you will receive all required training.

You will also experience the satisfaction of saving lives and property and educating the community about fire and life safety skills.
Taking on the challenge of becoming a volunteer firefighter requires a significant commitment however the experience of being an active member within your community is extremely rewarding.

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

- Be at least 18 years of age
- Be able to provide an acceptable criminal records check
  - minor offences will be given consideration for being acceptable
- Be able to pass a medical examination
- Successfully complete written & physical tests
- Hold a valid Ontario driver’s license
- Live or work in Central Frontenac

Application for this position shall be done by completion of the Volunteer Firefighter Application. Only those candidates who are selected for further consideration will be contacted. Successful applicants will commence employment on the date indicated or otherwise agreed to, and should be prepared to undertake the time commitment necessary for this position.
Recruitment Process

The recruitment process consists of five stages. Each stage is described in more detail in the following pages. At the conclusion of each stage, it shall be decided which candidates may proceed to the next stage.

STAGE 1 - ADVERTISEMENT
Central Frontenac Fire & Rescue shall advertise using various methods. Interested candidates will be invited to apply for a Volunteer Firefighter position. We accept applications all year and keep on file until the next recruitment.

STAGE 2 - APPLICATION REVIEW
A completed application, including two references is required and will be reviewed to determine if the candidate will proceed to the next stage.

STAGE 3 - ORAL INTERVIEW
The interview is not meant to test the candidate’s technical knowledge, but rather provides for the opportunity to further assess their suitability in other areas. After a successful interview the candidate is required to provide all documents listed in Appendix B.

STAGE 4 – JOB-RELATED PHYSICAL ABILITIES TEST And KNOWLEDGE TEST
The Job-Related Physical Fitness test and the General Knowledge test are designed to gauge the candidate’s physical, mental fitness and basic knowledge to meet the requirements of the job. Candidates must pass all tests to be considered for a position. See the job-related physical fitness test requirements in appendix “C”. The Job-Related Physical Fitness Test Requirement Release Form must be signed before commencement of testing. The job-related physical abilities tests are low impact, not timed, non-competitive, with safety being the priority. The tests are not difficult and not demanding. No experience or specific skills are required for these tests.

STAGE 5 - SELECTION AND APPOINTMENT
Based on results obtained from the entire process, the selection committee shall choose a suitable candidate(s). Successful candidates will be required to undergo a medical examination at the Municipality’s expense. After receiving the completed medical form the successful candidate(s) will be offered the position of recruit firefighter.
APPENDIX “A”

CENTRAL FRONTENAC FIRE & RESCUE

“Job-Related Physical Abilities Test” Release Form

I, ______________________________, have applied to the Township of Central Frontenac for a position of volunteer firefighter.

It is deemed necessary that before my application is complete, I, in common with other applicants should participate in a series of job-related physical abilities tests, including climbing, carrying, lifting, dragging, and other physical activities incidental to the ordinary work of a firefighter; through the Fire Department and its agents.

I, the undersigned, do hereby agree to submit myself to all the physical fitness tests required by Central Frontenac Fire & Rescue. These tests will be under the supervision of the Fire Chief, or his representatives for the purpose of ascertaining my physical qualifications for the employment of a volunteer firefighter.

I do hereby, for myself, my heirs, administrators, executors, and assigns, remise, release and forever discharge the said Township of Central Frontenac and its officers, servants and employees of and from any and all actions, causes of action, claims and demands whatsoever, which I or my heirs, executors, administrators or assigns may have arising out of my submission to the said physical fitness tests.

I, hereby, further acknowledge that I submit myself to the job-related physical fitness tests of my own free will and with full knowledge of their nature, and with full knowledge of the contents of this release.

Dated at ______________________, Ontario, this _____ day of ______________, 20____

Witness

Applicant Signature

______________________________

Applicant Name (please print)
APPENDIX “B”

DOCUMENT CHECK LIST

The following documents **MUST** be submitted at stage 5:

- ☐ Current Criminal Records Check (available at OPP)
- ☐ Copy of Driver’s Licence
- ☐ Current Driver’s Abstract (available at Service Canada)

Additional documents that may be submitted:

- ☐ Educational Credentials, Certificates, Resume
APPENDIX “C”
Job-Related Physical Abilities Test - SKILLS DESCRIPTIONS

**Charged Hose Advance**
The applicant will drag a charged (full of water) 38 mm (1.5 inch) hose a distance of 30m. Three 15m lengths of hose are “snaked” behind the starting line. The nozzle is held over the shoulder and the applicant advances to the finish line as quickly and safely as possible. This evaluation assesses lower body strength and anaerobic power.

**High Volume Hose Pull**
The applicant will pull a bundle of hose weighing approximately 50 kg a distance of 15 m over a smooth concrete floor using a rope. During this task, the applicant is stationary and must pull the hose bundle towards them using 16 mm (5/8”) rope. This evaluation assesses upper body strength, power, and endurance.

**Forcible Entry Simulation**
Using a 4.5 kg (10 lb) sledge hammer, the applicant strikes a mechanically braked target as safely and rapidly as possible for 10 seconds. This evaluation assesses muscle strength, power and endurance, particularly in the upper body.

**Victim Drag**
The applicant will drag a mannequin weighing 68 kg a total distance of 30 m. The task starts with the mannequin lying “face-up” on the floor and the applicant standing. The applicant lifts the mannequin and safely walks backwards for 15m, turns around a traffic cone and returns to the start line. This evaluation assesses strength, power, and agility.

**Ladder Climb**
The applicant will safely climb a 7.3 m (24’) ladder to the 10th rung and returns to the floor. This evaluation assesses muscle strength, endurance, and anaerobic capacity.

**Equipment Carry/Vehicle Extrication**
The applicant will safely carry small 18 kg (40 lb) and large 36 kg (80 lb) vehicle extrication tools (the “Jaws of Life”) a total distance of 76 m (250’). In addition, the applicant will lift and hold the 18 kg (40 lb) tool in specific positions that simulate the work required to remove a vehicle door. The tools will then be returned to the starting line. This task is designed to evaluate the strength required to lift, carry and use heavy tools in rescue situation.
APPENDIX “D”

CENTRAL FRONTENAC FIRE & RESCUE
MEDICAL EXAMINATION REPORT

Applicant Information

Name: (Last) __________________________ (First) __________________________

Physician Information

Name: (Last) __________________________ (First) __________________________
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 a Firefighter?
   Yes □   No □

☐ Please review the Position Profile (Appendix ‘A’ – see reverse)
  Is the applicant medically fit to perform the duties of a Firefighter, based on the Position Profile?
  Yes □   No □

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

Physician Signature __________________________  Date ________________
Date: ____________________

Ontario Provincial Police
Sharbot Lake, ON
K0H 2P0

To Whom It May Concern;

The Township of Central Frontenac Fire Services is requesting that ____________________________

have a Vulnerable Sector Check completed, as he/she has been accepted to the Central

Frontenac Fire Services as a volunteer fire fighter. ____________________________ ,

will be conducting day to day Fire Services in accordance with the policies and procedures of

Central Frontenac Fire & Rescue.

If you have any further questions please feel free to contact Fire Chief Greg Robinson, 613-279-

2635 Extension 359. Thankyou in advance for your assistance in this matter.

Greg Robinson
Manager of Emergency Services Fire Chief