



Fire Department | 1512 Keating Cross Road | Saanichton, BC Canada | V8M 1W9 | 250.544.4238

Volunteer paid-on-call (POC) firefighters Recruitment Application Manual

(Previous Fire Fighting training or experience is not required)



CENTRAL SAANICH VOLUNTEER FIRE DEPARTMENT 2017

The Central Saanich Fire Department is “making a difference” in our community through prevention, response and safety

MESSAGE FROM THE FIRE CHIEF

Thank you for your interest in becoming a Volunteer paid-on-call (POC) firefighters with the District of Central Saanich. We are committed to recruiting talented and motivated individuals, who possess a high level of integrity, to serve our community.

Our citizens place their trust in the Central Saanich Fire Department (CSFD) and it is important that our members have a strong commitment to professionalism both on and off duty. It is our aim to select recruits who demonstrate that they will honor our standards and value our vision and mission statement.

Firefighter recruits are the foundation of the Fire Rescue Service. They are role models who will become leaders within our organization and the community. We pledge to treat each applicant fairly and respectfully. We select volunteer recruits who are serious about the responsibility of leadership and pursue excellence as part of their daily activities. Accountability earns trust and respect, and it is our expectation that applicants display personal accountability and the capacity to lead by example.

The role of a Volunteer paid-on-call (POC) firefighters is not suited to everyone. Desire alone does not suggest a suitable fit. The pressure, sacrifice and risks that firefighters face separate this job from many others.

We ask you to conduct an honest self-evaluation before you submit your application. Familiarize yourself with the job functions and use the information to build your skill-sets. Review our screening process in its entirety in order to gain a full understanding of your role in the application process.

Should you decide to apply, it is important to understand that the competition will be strong. Strong competition results in strong candidates and strong candidates produce quality firefighters.

Preparation, combined with a positive attitude and solid foundation are essential to your success.

Fire Chief

THINGS TO CONSIDER BEFORE APPLYING

CSFD firefighter recruit selection process is lengthy, competitive and complex. You need to be prepared to complete the various stages on demand and in a short period of time.

A commitment to maintaining a daily fitness regime and monitoring personal wellness is essential to ensuring firefighter safety and longevity. It is important that you have the strength, stamina and cardiovascular conditioning required to take on the physical challenges of this career. Ethical behavior and accountability must be part of your nature. Taking responsibility for and ownership of your actions is vital to success.

TIPS DURING THE RECRUITMENT PROCESS

There is no single factor to ensure success in your pursuit to join the Central Saanich Fire Department; however, we do offer you these tips:

1. Stay current with recruiting information by visiting our website www.centralsaanich.ca - click on Recruitment.
2. If your personal contact information changes, please inform Administration immediately (250)-544-4238
3. Before you submit your Volunteer paid-on-call (POC) firefighter's application, take the time to learn all you can about firefighter duties. Familiarize yourself with the job tasks, the different steps in the hiring process and the current economic and social environment in Central Saanich. Do your homework, it is better to be over prepared!
4. You must be able to follow and act on complex oral and written instructions; you will be evaluated on these skills throughout the recruitment process and throughout your tenure as a Volunteer paid-on-call (POC) firefighters.
5. We expect you to be prepared and ready to participate in our assessments at all times. Sometimes you may experience little advance warning to participate in tests; other times, you may experience lengthy delays with little feedback. The very nature of our business is being prepared to respond.
6. Your demeanor and effort throughout the selection process are taken into consideration as part of the final recruiting decision.
7. Job fit/suitability is one of many critical factors considered in our decision making processes. Completion and/or passing all steps in the recruitment process does not ensure an offer.
8. If at any point in the process you do not meet the required competencies, you will be advised if a future application will be accepted. If you are deemed unsuitable for the position, your file will be permanently closed. In this instance, we will not accept a future Volunteer paid-on-call (POC) firefighter's application from you.

SELF-EVALUATION QUESTIONNAIRE

Use these questions to help you decide if firefighting is the appropriate choice for you.

ASK YOURSELF:

- ? Does my lifestyle support ethical and responsible choices and actions?
- ? Am I prepared to maintain a level of professionalism on and off duty?
- ? Does my lifestyle align itself with the Fire Rescue Service values of respect, pride, professionalism and teamwork?
- ? Have I been free from involvement in unlawful activities?
- ? Am I actively supporting my community for the benefit of others?
- ? Have I adopted and do I maintain physical fitness as a way of life [i.e., daily workouts]?
- ? Am I physically able to perform firefighter job tasks?
- ? Am I able to meet the training requirements?
- ? Can I work for extended periods of time under difficult and strenuous conditions?
- ? Am I free of phobias relating to height, confined spaces and able to maneuver with limited or no visibility?
- ? Am I comfortable using different hand/power tools and technical equipment?
- ? Can I disengage from emotional suffering, tragedy or loss of life in order to complete essential job tasks?
- ? Do I have a support system in place for debriefing and stress relief?
- ? Have I considered the impact time away will have on my family environment?
- ? Am I familiar with and able to operate within a paramilitary working environment?
- ? Am I able to work harmoniously in close quarters with other persons?
- ? Do I treat all people with respect, dignity and professionalism regardless of race, creed, gender or beliefs?
- ? Am I able to and do I take steps to maintain a positive attitude?
- ? Am I able to motivate myself? Do I motivate others?
- ? Do I actively engage myself in a problem solving capacity?
- ? Am I able to follow and carry out complex oral and written instructions?
- ? Does my lifestyle allow me to commit to a minimum of two hours weekly to studying training materials during the recruit training process?
- ? Do I have a thirst for life-long learning?
- ? Is my family aware of the time demands that I would be under during recruit training?
- ? Do I meet and am I prepared to maintain the minimum qualifications?

VOLUNTEER PAID-ON-CALL (POC) FIREFIGHTERS S' BENEFITS

- WorkSafeBC coverage
- Accidental Death & Dismemberment coverage up to \$150,000
- Optional enrolment in Volunteer Recreation Facility Program
- Free training to NFPA Standards
- Membership in Central Saanich Firefighters Association
- Departmental uniform
- Opportunity to serve your community
- Developmental opportunities
- Learning new skills
- Meeting people (camaraderie)
- Being on a team
- Personal reward; excitement; fun
- Generous indemnity package
- Recognition of achievements

TERMS OF ENGAGEMENT

- Incidents: Can last anywhere from 1 hour to as many as 10 hours for large incidents
- Firefighters are expected to attend a minimum 50% of the Monday night training sessions from 7:30 pm to 9:30 pm.
- Fire Response: firefighters are expected to attend 15% of page outs for response to emergency calls, not including medical.
- Be available to work a minimum of 2 scheduled (4 to 10 hour) shifts per month if and when offered.
- Be available to participate in duty crew rotations by remaining in the community and being available to respond when called upon.
- Public Education: as many hours as you are able to volunteer

APPEARANCE AND GROOMING GUIDELINE

Proper department and appearance by Central Saanich Volunteer paid-on-call (POC) firefighter's indicates a sense of pride and professionalism and projects these values to the public.

Male:

- Sideburns must be neatly groomed and cannot extend below the bottom of the earlobe, and cannot encroach onto the area covered by the self contained breathing apparatus face piece or respirator mask.
- Beards and goatees will not be allowed. Moustaches are permitted but must be neatly trimmed and be clean shaven to within 10mm of the corner of the mouth and 10mm below the centre line of the mouth.

Moustaches must not interfere with the proper seal of the Self-Contained Breathing Apparatus face piece or respirator mask.

Female:

- Hair that is longer will be bound with hairpins, barrettes or elastics of a neutral colour, in a way that keeps it from extending past the top edge of the shirt collar and not interfere with the headband or secure fit of uniform hats and protective headwear.

Jewellery:

- All members are encouraged to refrain from wearing jewellery while on duty.
- Any jewellery worn above the neck is prohibited, i.e. earrings, ear bands, elaborate hair accessories, piercing paraphernalia, etc.
- Necklaces must be worn in a fashion that makes them not visible.
- A wristwatch or medic-alert bracelet may be worn on either wrist, provided it is snug enough to prevent a snagging hazard.
- The safest practice for rings is removal.
- Sunglasses may be worn whenever conditions warrant their use. Sunglasses will be removed while addressing a member of the public

Tattoos:

- Tattoos are permitted if they are:
 - Not offensive in nature (e.g. offensive - nudity and/or slang).

Application:

- All requirements set out in this guideline will be applied in a manner consistent with human rights laws. Where applicable, Central Saanich Fire Department (CSFD) will provide reasonable accommodation short of undue hardship.

ENVIRONMENTAL AND WORKING CONDITIONS

Environmental factors play a large role in the performance of a firefighter's duties. Some working conditions that firefighters experience as part of normal operating procedures include:

- The requirement to report "fit for duty", both mentally and physically.
- Performing required tasks while wearing full personal protective equipment including self-contained breathing apparatus.
- Withstanding strong vibrations over extended periods of time i.e., riding in emergency vehicles, operating/holding heavy power tools in awkward positions, etc.
- Working quickly to extinguish fires in extreme heat and when visibility is poor/non-existent.
- Experiencing physically demanding tasks during extreme fluctuations in temperature.
- Lifting, carrying, butting, extending and climbing ladders to extreme heights, while maintaining balance and maneuvering in unwieldy positions.
- Working in hazardous areas that are hot, wet, slippery, muddy, icy, dirty, cramped, etc.

- Working on and around moving machinery, vehicles and equipment.
- Being aware of and protecting against: burns and other injuries; exposure to sharp objects, hazardous substances through inhalation, injection, ingestion and absorption; high noise levels; infectious agents/biological hazards; radiation hazards; smoke; dust; noxious odors and contaminants; uninstalled or unshielded electrical equipment.

TASKS AND DUTIES OF A WELL ROUNDED VOLUNTEER PAID-ON-CALL (POC) FIREFIGHTERS

Typical duties that meet the primary functions of the position include:

FIRE SUPPRESSION DUTIES

All on-scene fire ground operations are performed while wearing department issued personal protective equipment and may include donning, doffing and regulating a self-contained breathing apparatus.

EMERGENCY RESPONSE / INITIAL SCENE ASSESSMENT

- Accurately receiving/comprehending radio dispatched information
- Responding to residential/industrial/structural/wildland fire emergencies
- Responding to rescues/requests for assistance/reports of smoke
- Responding to electrical hazards/potential sites of ignition
- Safely driving/riding in firefighting/emergency apparatus in response mode
- Identifying on-scene hazards and seeking the source of the fire
- Advising commanding officers of on-scene fire conditions and hazards
- Determining the stability of supporting surfaces
- Determining the safest route for extricating/evacuating victims
- Following radio response protocols including exchanging information with other crew members, dispatchers and commanding officers at the scene

HOSE HANDLING

- Calculating building height in meters from its floors
- Determining water stream required to reach the fire
- Calculating liters or gallons per minute out of a particular size hose
- Determining the number of hose lines needed to extinguish the fire
- Wrapping hose around a hydrant to stretch it out and ensure it reaches the port
- Removing the hydrant cap with a wrench
- Coupling a hose connection to the hydrant
- Coupling and uncoupling hose connections
- Dragging/extending accordion folded or flat load, uncharged
- Opening hydrant to charge fire hose

- Dragging/holding a charged hose unassisted and opening the nozzle
- Applying a hose clamp to a charged/uncharged hose

PUMP OPERATIONS

- Calculating, achieving and maintaining correct water pressure for hose lines
- Operating foam dispensing equipment
- Inspecting and maintaining fire apparatus during operation by checking gauges and preventing freeze up

PRIMARY SEARCH

- Verbally communicating while wearing personal protective equipment [i.e., a face piece and self-contained breathing apparatus]
- Crawling on floors with limited visibility, feeling around for the heat of the fire source
- Systematically searching for victims including missing firefighters
- Extricating trapped conscious/unconscious victims
- Dragging/carrying/removing conscious/unconscious victims from danger source
- Unassisted, dragging/carrying conscious/unconscious victims down stairs/out of buildings
- Unassisted, carrying conscious/unconscious victims down ladders

FIRE GROUND OPERATIONS

- Calculating building height in meters from its floors to elevated fire apparatus and/or ground ladders to correct height
- Being aware of electrical lines/hazards when positioning fire apparatus, ladders, etc.
- Setting up Aerial Apparatus jacks/out-riggers and placing chocks
- Operating the ladder pipe from Aerial platform and positioning/raising ladder
- Removing extension ladder from apparatus and placing in position
- Butting ladder, raising halyard to desired length and then positioning the ladder by lowering it into its objective
- Climbing Aerial Apparatus and/or ground ladders
- While on a ladder or from other heights [i.e., rooftops], directing hose/nozzle at fire
- Removing from apparatus and transporting/placing heavy equipment into operation [i.e., positive pressure fans, power plants, ladders, tools]
- Hoisting equipment to upper levels with a rope
- Carrying heavy equipment up stairs
- Determining when to open roofs, walls and doors
- Making openings for ventilation using hydraulic/power/hand-tools

- After a fire is extinguished, checking for smouldering fire inside walls and ceiling
- Lowering ladders and re-bedding them onto apparatus
- Reloading wet hose back onto apparatus

FIRE SUPPRESSION

- Using unwieldy tools [i.e., axes, sledge hammers, etc.] to make forcible entries
- Entering smoke filled buildings/rooms with a hose in hand
- Dragging charged hose on stairs and around obstacles [i.e., furniture, walls]
- Extending the hose line to a fire
- Opening a nozzle on a charged hose line
- Operating/holding a charged line in confined spaces/awkward positions
- Monitoring hot spots/preventing flare ups

SALVAGE/OVERHAUL

- Securing/preserving evidence at fire scene
- Stabilizing walls/roofs
- Moving furniture/valuables and protecting them with salvage covers
- Creating dikes for channeling water out of building
- Removing burned and charred waste

PRE-HOSPITAL CARE

On-scene pre-hospital care is performed while wearing department issued personal protective equipment.

- Accurately receiving/comprehending radio dispatched information
- Removing from apparatus and carrying to scene heavy trauma bag
- Donning additional personal protective equipment i.e., gloves, masks, etc.
- Assessing patient condition and providing initial medical care
- Managing hysterical/agitated/unstable patients requiring medical attention
- Applying resuscitation measures as necessary
- Performing CPR or other appropriate cardiac emergency procedures
- Controlling bleeding/immobilizing fractures/bandaging wounds
- Treating shock
- Gathering information from a patient or family regarding the patient's medical history
- Providing concise/complete information to paramedics regarding status of patient(s)
- Assisting paramedics with continued care of the patient
- Preparing and transferring a patient to an emergency vehicle

VEHICLE EXTRICATION

Vehicle extrication is performed while wearing department issued personal protective equipment, which may include donning, doffing and regulating self-contained breathing apparatus.

- Controlling the accident scene to protect self, crew, victims, witnesses, etc.
- Directing traffic around accident scene
- Stabilizing vehicles using cribbing and other necessary tools
- Removing from apparatus, carrying, starting and operating heavy/hydraulic equipment to extricate trapped victims
- Safely freeing/removing persons from entrapments
- Preserving evidence at the scene
- Sweeping up/picking up glass, debris and hazardous material spills

FIRE STATION DUTIES

- Maintaining physical and mental abilities to be 'fit-for-duty'
- Reporting for training exercises early to maintain a crew accountability system
- Presenting a clean/neat personal appearance to maintain proper department
- Maintaining positive and harmonious working relationships with crew members
- Removing used equipment from apparatus after calls for cleaning/drying
- Removing hoses from hose tower and storing them
- Preparing the emergency vehicles for the next response, including decontaminating and disinfecting unit and equipment, restocking supplies, inspecting equipment and making arranging for necessary repairs or replacement
- Requesting maintenance calls
- Storing fire equipment and supplies
- Replenishing fire hall supplies when needed
- Maintaining an inventory of tools and equipment
- Thoroughly inspecting, cleaning, polishing and maintaining apparatus, tools, equipment and personal protective equipment
- Inspecting, servicing and performing tests of personal protective equipment including self-contained breathing apparatus
- Performing limited equipment overhaul operations
- Performing limited service tests on all apparatus
- Participating in ongoing training drills to further develop and maintain proficiency
- Maintaining a neat and clean working/living environment at the fire hall

- Conducting fire hall tours
- Working out/participating in group sporting activities to maintain physical fitness

ADMINISTRATIVE DUTIES

- Writing First Responder Patient Forms and completing other administrative forms
- Completing in-station training materials and following departmental directions

TRAINING/DRILLS

Reviewing training materials to learn and have a working knowledge of:

- Fire behaviour and various causes of fire
- How to successfully attack a fire
- Building construction to predict fire reaction
- Forcible entry into buildings
- Ventilation methods to aid in extinguishing fires
- Appropriate fire streams given factors that can affect flow of water through air
- Water supply systems
- Hydraulics and pump operation
- Practicing and performing evolutions
- Caring for hoses, hose lays and hose use
- The characteristics of and proper use of ladders
- Various methods of rescue
- Ropes and knots to accomplish rescues, stabilize vehicles and haul tools
- Extricating victims from vehicles
- Confined Space awareness
- Computers and Computer programs
- Respective Workplace and Diversity
- Salvage and Overhaul
- Fire alarms and automatic sprinkler systems
- Hazardous materials and techniques
- The most direct routes to various addresses in a response area
- The locations of streets, water mains and hydrants in a response area
- Fire Rescue Service operational guidelines
- Other learning as identified by the Fire Hall Captain and/or Training Division

PROMOTING POSITIVE PUBLIC RELATIONS

- Using tact and diplomacy when dealing with all citizens
- Treating citizens, co-workers and members of mutual aid agencies respectfully and with dignity and professionalism regardless of race, creed, gender or beliefs
- Interacting and working successfully with citizens and any outside agencies
- Participating in fire education programs to the public
- Volunteering for public education appearances
- Conducting demonstrations at community events
- Volunteering time and/or participating in fundraisers for charitable work

FITNESS REQUIREMENTS

The Fire Service views fitness as an integral component in firefighting due to the physical strain induced while performing operational tasks varies according to each person's muscular strength/endurance, cardiovascular conditioning, motor coordination and flexibility.

PHYSICAL DEMANDS / BACKGROUND

The risk of injury in firefighting and rescue work results mainly from:

- The use of various heavy machines and apparatus
- Dangerous entrances and awkward spaces
- Extreme heat exposures
- Rapidly changing environmental conditions

In emergency situations, firefighters must be physically able to act quickly and at times, under duress.

FOR EXAMPLE

In a multi-story structure fire, a firefighter climbs stairs while wearing heavy and cumbersome personal protective equipment [weighing up to 25-kg] and carrying tools [weighing up to 15-kg]. Following this strenuous stair climb, the firefighter must be fit enough to then carry out physically demanding operational tasks. In rescue operations associated with traffic accidents, a firefighter must be capable of handling hydraulic tools [weighing up to 15 kg] in strenuous and awkward work positions for considerable lengths of time.

PHYSICAL FITNESS PREPARATION

A personal commitment to a life-long fitness regime is essential to safely performing firefighter duties. To prepare for this, you need to follow and maintain a total body program that is specific for the job tasks and one that focuses on:

- Flexibility
- Cardiopulmonary Endurance
- Muscular Strength
- Muscular Endurance

Body composition is also considered an area of physical fitness. Excess body fat increases the workload placed on the body and decreases its ability to dissipate heat. Consulting a Certified Personal Fitness Trainer or Certified Fitness Consultant can help you achieve your fitness goal.

CAUTION

PHYSICAL ACTIVITY READINESS

Before beginning any exercise routine or aerobic fitness evaluation, it is essential you have an awareness of your ability to partake in physical activity.

Attach medical form here

If you are uncertain how to interpret any of the questions and/or their relationship to your health, please discuss with your doctor.

VISION REQUIREMENTS

Far visual acuity is at least 20/30 binocular, corrected with contact lenses or spectacles. Far visual acuity uncorrected is at least 20/40 binocular for wearers of contacts or spectacles. Note: Successful corrective eye surgery or laser surgery may be acceptable providing it has been performed prior to six months of this application or after an acceptable waiting period as defined by your Ophthalmologist. Inadequate far visual acuity can result in the failure to be able to read placards and street signs or to see and respond to imminently hazardous situations.

MEDICAL CONDITIONS AFFECTING ABILITY TO SAFELY PERFORM ESSENTIAL JOB TASKS

Medical standards follow the requirements outlined under the National Fire Protection Association Standard on Comprehensive Occupational Medical Program for Fire Departments (referred to as "NFPA 1582").

NFPA 1582, CHAPTER 6, SECTION 6.2.2 – CATEGORY “A” MEDICAL CONDITIONS

“Candidates with Category “A” medical conditions shall not be certified as meeting the medical requirements of this standard.”

The following information is provided as a general guideline and is not all-encompassing. A complete copy of the NFPA 1582 standard can be purchased from the National Fire Protection Association at www.nfpa.org or phone (617) 770-3000.

CATEGORY “A” MEDICAL CONDITIONS NOT ACCEPTED FOR FIREFIGHTER POSITIONS

SECTION 6.3 – HEAD AND NECK

Skull/facial deformities that prevent adequate helmet or respirator face-piece fit.

SECTION 6.5 – EARS AND HEARING

Chronic vertigo or impaired balance as demonstrated by the inability to tandem gait walk; On audiometric testing, average hearing loss in the unaided better ear greater than 40 decibels [dB] at 500 hertz [Hz], 1000 Hz, and 2000 Hz when the audiometric device is calibrated to ANSI Z24.5.

Any ear condition or hearing impairment that results in a person not being able to safely perform essential entry level job tasks.

SECTION 6.9 – HEART AND VASCULAR SYSTEM

Section 6.9.1 – Heart Coronary Artery Disease, Cardiomyopathy or Congestive Heart Failure, Acute Pericarditis, Endocarditis or Myocarditis Recurrent Syncope, Condition requiring an automatic implantable cardiac defibrillator, Third-degree Atrioventricular Block, cardiac pacemaker, Idiopathic Hypertrophic Sub aortic Stenosis

Section 6.9.2 – Vascular System Hypertension not controlled by approved medications. Thoracic or Abdominal Aortic Aneurysm. Carotid Artery Stenosis or Obstruction. Peripheral Vascular Disease.

SECTION 6.10 – ABDOMINAL ORGANS AND GASTROINTESTINAL SYSTEM

Presence of uncorrected Inguinal/Femoral Hernia regardless of symptoms

SECTION 6.12 – URINARY SYSTEM

Renal Failure or insufficiency requiring continuous ambulatory peritoneal dialysis (CAPD) or hemodialysis

SECTION 6.13– SPINE AND AXIAL SKELETON

Scoliosis of Thoracic or Lumbar Spine with angle greater than 40 degrees. Multiple spinal surgeries or spinal surgery involving fusion of more than two vertebrae, discectomy or laminectomy, or rods still in place. . Any spinal or skeletal condition producing sensory or motor deficits or pain frequently requiring narcotic analgesic medication; Cervical, Thoracic or Lumbosacral vertebral fractures

SECTION 6.14 – EXTREMITIES

Metal plates or rods supporting bone during healing.

Total joint replacement.

Amputation or congenital absence of upper or lower extremity (i.e., hand, foot, thumb proximal to the mid-proximal phalanx).

More than one shoulder dislocation without surgical repair or recurrent shoulder disorder within last five years.

SECTION 6.15 – NEUROLOGICAL DISORDERS

Ataxias of heredo-degenerative type.

Cerebral arteriosclerosis.

Multiple sclerosis or Myasthenia gravis with activity within previous three years.

All epileptic conditions without complete control during previous five years.

Dementia and Parkinson’s diseases.

SECTION 6.18 – ENDOCRINE AND METABOLIC DISORDERS

Diabetes mellitus which is treated with insulin.

Diabetes which is not treated by insulin nor controlled.

For reference, a complete copy of the NFPA 1582 standard can be purchased from the National Fire Protection Association at www.nfpa.org or (617) 770-3000.

MINIMUM PHYSICAL FITNESS HIRING STANDARDS

CANDIDATE PHYSICAL ABILITY TEST

An entry-level firefighter task specific test was created to test applicants who wish to join the Central Saanich Fire Department. This physical ability test was developed to allow the fire department to assess pools of trainable candidates who have the minimal physical ability to perform essential job tasks at fire scenes.

The Physical test is a minimal task-analysis initiative that requires no prior firefighter knowledge to be successful. The intent of this test is to establish an individual's ability to perform physical job tasks with enough reserve for emergency situations and normal activities. Successful applicants are those who have incorporated fitness as a lifestyle, as this is important to a firefighter's health and safety considering the profession's physical demands.

MINIMUM VOLUNTEER PAID-ON-CALL (POC) FIREFIGHTERS QUALIFICATIONS

Important Qualifications Notes

- It is your responsibility to understand and meet the minimum qualifications before you submit your application.
- You are to provide legible proof of minimum qualifications at the interview.
- You will need to maintain your qualifications throughout the assessment processes.
- Failure to meet the minimum requirements will result in the rejection of your application file.
- If you are found to have falsified or intentionally misrepresented your credentials, your application file will be permanently closed. No future applications will be accepted from you.

You must be:

- At least 19 years of age on the date of your application
- Reside WITHIN the District of Central Saanich boundaries
- Eligible for employment in Canada - You must be a Canadian citizen, a holder of a Permanent Resident Card, a Landed Immigrant or otherwise legally entitled to work in Canada (i.e., holder of a work visa).
- You must provide documents verifying you have:
 - A valid British Columbia driver's licence with minimal entries and no more than six (6) demerits/points for the past 5 years and **no present suspensions or charges pending**. Probationary or Graduated Driver's licenses are accepted.
 - Criminal Record Check with no dispositions; this can be brought to the Interview

APPLICATION PROCESS

The application process for the Central Saanich Fire Department has been broken down into seven (7) different stages:

- Stage 1 - Application Process
- Stage 2 - Written Examination/Psychological Exam

- Stage 4 - Physical Testing
- Stage 5 - Interview
- Stage 6 - Reference Checks Selection Process
- Stage 7 - Notification Conditional Offer

All applicants will be notified during the process if they will be moving on to the next stage via email. It is the candidate's responsibility to ensure email addresses are valid and up-to-date and computer firewalls/security is set up to accept emails from the District. It is the candidate's responsibility to check emails on a regular basis as there are deadlines issued for scheduling. All testing stages are in person, and cannot be faxed, emailed or taken online.

RULES OF THE VOLUNTEER PAID-ON-CALL (POC) FIREFIGHTERS RECRUIT SELECTION PROCESS

- You must be successful at each stage in order to be considered further in the process.
- If you are unsuccessful at any stage in the process, you will be informed if you are eligible to re-apply and the date when you become eligible to re-apply.
- If you are eligible to re-apply, you will restart the process at Stage 1; you must be successful again in all stages of the recruitment process regardless of your past performance.
- If you are re-applying, you will be required to follow all process steps as identified at the time you are re-applying.
- Re-applying multiple times may be allowed.
- If it is determined you are unsuitable for this position, your application file will be permanently closed.
- Permanent file closure can occur at any stage in the process.

OVERVIEW OF THE APPLICATION FORM

Complete the application form **in full** online at www.centrialsaanich.ca. Carefully review each section thoroughly. It is your responsibility to understand the application form and to provide all the requested information. Answer all questions completely and honestly. You are responsible for the accuracy of all statements. Full disclosure of information is expected; no sections are to be left blank. Should a particular section not apply to you, write 'n/a'.

Central Saanich Fire Department will not be accepting any other forms of applications. All applicants must follow the application protocols outlined in this manual.

Personal Information

This section allows you to tell us who you are. Answers to questions in this section are mandatory.

Entrance Qualifications

This section is to verify that you meet the minimum qualifications on the date you submit your application. You are to provide legible photocopies of supporting documentation for specific items to confirm that you meet the

requirements and that your certifications are valid. Be prepared to produce the original or certified copies of these documents for review at your interview. You are also required to bring an original driver's abstract to your interview from all jurisdictions in which you have been a licensed driver in the last five years.

Note: All items submitted during your interview become CSFD property. Please do not bring any items you wish to have returned.

Additional Information

This section lets us know what types of licenses and certificates you have received as well as any special skills you may have. This section also demonstrates your commitment to your community by detailing activities that you have carried out as a volunteer. This area will also allow you to showcase your personal achievements or experiences that you believe are relevant to this position. You are to provide information to the best of your ability for this section. Please write "n/a" if a section does not pertain to you.

Education and Training

This section details any accreditation you may have attained (i.e., certificates, diplomas, degrees, etc.) at an accredited school. Provide full details as indicated. Please write "n/a" if a section does not pertain to you.

Previous Employment

This section represents your employment history. Please ensure employment dates include the month (for example: May 2006). Outline information to the best of your ability for these types of jobs. If contact information is no longer available for a past employer, indicate so. There is only room for three employers.

Applicant's Declaration

Carefully review each statement thoroughly. It is your responsibility to understand and answer each statement as indicated.

(Candidate Physical Abilities Test) Overview

To assist you with your overall fitness conditioning, we offer you access to the CANDIDATE PHYSICAL ABILITY TEST PREPARATION GUIDE

Physical test consists of Ten (10) separate stations in sequence requiring you to progress along a predetermined path from event to event in a continuous manner:

- Station #1 – Aerobic Endurance Test
- Station #2 – Charged Hose Drag
- Station #3 – High Volume hose pull
- Station #4 - Forcible Entry Ladder Raise and Extension
- Station #5 - Victim drag
- Station #6 - Ladder climb
- Station #7 - Equipment carry/Vehicle Extrication test
- Station #8 - Aerial Ladder Climb
- Station # 9 - Confined space
- Station #10 - Dexterity

The ten events are placed in a sequence that best simulates fire scene events while allowing a short walk between events. This walk allows you approximately 20 seconds to recover and regroup before the next event.

To ensure the highest level of safety and to prevent exhaustion, you are not allowed to run between the events.

Throughout the test, you will wear a self-contained breathing apparatus and firefighter protective clothing. An additional 25-pounds (11.34-kg), composed of two 12.5-pound (5.67-kg) weights (provided) that simulate a high-rise pack (hose bundle), is added to your shoulders for the first event, the stair climb.

Throughout all events, you are to wear long pants and footwear with no open heel or toe. Watches and loose or restrictive jewelry are not permitted. We will provide you with a hard hat with chin strap and work gloves.

All props were designed to obtain the necessary information regarding your physical ability. The tools and equipment were chosen to provide the highest level of consistency, safety and validity in measuring this ability.

THE INTERVIEW

The interviewers will be rating you based on the responses you provide; interviewers have been trained to objectively capture data for this purpose. It is your responsibility to provide thorough information in a clear and concise manner.

The behavioral questions will be measured to determine if you meet the criteria for successful job performance. Your scores will not be used to determine a ranking order.

The intent of the personal interview is to allow us to learn more about you, your experiences and your abilities from your perspective. The interview is also an opportunity for you to display your best attributes and sell yourself for the position.

Often, the main reasons for an unsuccessful interview are due to lack of preparation by the candidate.

As with the other steps in our hiring process, your interview is based on a pass/fail rating. Each of your responses will be rated to determine whether you have met the competency's criteria for successful job performance and fit.

The interview is an opportunity for you to meet with us face-to-face to sell yourself for the position. It is not enough that you want the job; you must demonstrate through awareness and past behaviors that you are suitable.

Tip # 1 - Research the Position / Conduct a Self-Analysis / Compare Your Results

First Step -Research the position to build a list of essential job tasks.

Do what you can to research the tasks and activities performed by a firefighter. Begin building a list of typical firefighter job duties.

Use whatever resources are available to you to identify the duties and the different types of work environments in which these tasks are performed. (I.e. Internet, your local Volunteer fire crew, fire training programs

Second Step - Conduct a self-assessment to help determine your Job Fit.

Job Fit is an important factor to consider when preparing for your interview. If you enjoy the activities that are important to successful job performance, you are more likely to find this type of work personally satisfying.

Begin building a list of activities that you know you find satisfying and enjoy performing. Simply telling the interview panel you enjoy all activities isn't sufficient. The panel wants to know specifically what activities you like.

Next Step -Reflect on past personal experiences to identify similar behaviors to the job tasks.

Think of and build a list of situations in the past four or five years where you have demonstrated similar behaviors to those on your list of firefighter tasks.

You do not require prior firefighter experience to successfully meet the position's competencies. Consider all your experiences including those gained through your school years, team/sporting activities, volunteer opportunities, etc.

Final Step -Compare your lists to identify common factors or shortfalls.

Compare all of your lists to see how closely they match. By conducting this comparison, you will be able to:

- Identify what factors of this occupation you are drawn to
- Identify any shortfalls you may have in the areas of experience and skill
- Compile a list of related examples to draw from during your interview

Tip # 2 - Know the structure, culture and community which the Fire Rescue Service serves

Your objective should be to develop an understanding of the type of community, the nature and history of the position and the particular issues the organization and the department is facing.

If you are not familiar with the District of Central Saanich and its surrounding communities, learn what you can of its structure (i.e., the climate and geographical layout, the sociological issues, Council's priorities, economic environment, etc.) to better identify the types of emergency response calls and the resources utilized by the service.

Tip #3 - Commit to adequate preparation before your interview

Preparation is vital to the fire service. Prepare for your interview with the same energy you would commit to responding to an emergency as a firefighter. You may have little advance notice of your interview spot. Ensuring you are adequately prepared will lessen some of the stress associated with an interview and allow you to focus on marketing yourself for the position.

Tip # 4 - Presentation is important

This is your opportunity to form a positive impression with your interviewers. A professional and confident demeanor will go a long way.

Your dress, grooming and deportment will be considered. Error on the side of conservative and present a professional image.

Recognize any distracting nervous habits you may have and develop strategies to curtail or lessen their impact

on your behavior. Practice maintaining good posture and direct eye contact.

Plan your arrival for no more than 10 - 15 minutes before your appointed time to avoid confusion for the interviewers. Arriving late always creates a bad first impression. If circumstances beyond your control prevent you from arriving on time, ensure you contact CSFD Administration at (250) 544-4238 to discuss your options.

Tip # 5 - Use your interview time wisely

A job interview is a communication process. Hone your verbal communication skills to ensure you:

- Listen carefully (ask for clarification if needed)
- Remain professional and positive
- Speak clearly and audibly
- Answer the questions with specific examples
- Moderate your volume and animation
- Although it is wise to avoid excessively lengthy responses, ensure that you provide relevant details – do you want to leave your interview thinking "oh, I forgot to tell them about...".
- When given the opportunity, ask well-thought out questions which demonstrate your interest in the position. Let your interviewers know why you want the job and what you can offer

REFERENCE CHECKS

We use a number of tools throughout our assessment processes to validate your information and to capture a clear representation of your history. At this stage of the process, we substantiate this information through your references.

SELECTION AND CONDITIONAL VOLUNTEER PAID-ON-CALL (POC) FIREFIGHTERS POSITION

Once you successfully advance to this step, your file has reached the point where a recruitment decision is made. All data is compiled and your file is presented to Senior Management.

The purpose is to review the perspective on your suitability for this position to determine if you are to receive a Volunteer paid-on-call (POC) firefighter's position. Our recruitment decision is based on consideration of your competencies, skills, physical abilities and Volunteer paid-on-call (POC) firefighter's position fit.

When the department requires additional Volunteer paid-on-call (POC) firefighters, a fire recruit training class is scheduled. Successful applicants are contacted and provided with a conditional Volunteer paid-on-call (POC) firefighter's position.

Note: Your application may be deferred or rescinded at the discretion of the applicant's physician.

PREPARING FOR VOLUNTEER FIRE RECRUIT TRAINING

As you are expected to maintain standards throughout your tenure as a CSFD Firefighter, you must physically and mentally prepare yourself to begin a rigorous and challenging volunteer fire recruit training program. Your

abilities, attitude and demeanor will be assessed throughout this process, and throughout your tenure as a probationer firefighter.

CSFD training programs are designed to give firefighters the knowledge and skill to cope with the dangerous and hostile environments they face. Recruit training curriculum incorporates in-class theory, practical, hands-on training on a simulated training ground.

During your recruit training, you will complete the BC Basic Firefighter Program. If successful in completing the training, you will be placed in your assigned hall and be on probation until your year-end evaluation is successfully completed.

KNOWLEDGE PREPARATION

During recruit training, you will be tested frequently on your theoretical and practical knowledge to ensure you meet the standards. Failure to meet these standards will result in letter(s) of warning and could result in dismissal.

Note: A recommended amount of study time is 1½ to 2 hours per week. Preparation is essential.

PHYSICAL PREPARATION

To enhance the likelihood of success during recruit training and to reduce the risk of injury, you must report to training in top physical shape. It is imperative that you are prepared for a high volume of fitness activity. Fire ground training conditions will tax you physically (i.e., breathing compressed air, extreme heat/temperature changes, constant physical activity during inclement weather conditions, etc.).

PROBATIONARY PERIOD

New firefighters are placed on a one year probationary period. During your probationary period, you will undergo extensive training and evaluation to determine ongoing suitability as a POC firefighter. You will undergo quarterly evaluations regarding your strengths and weaknesses, to ensure you have the tools to successfully complete your probationary period. Candidates who fail to successfully complete their probationary period will be released from the Central Saanich Fire Department.

FREQUENTLY ASKED QUESTIONS – INTERVIEW

Q “What do I need to bring with me to my interview?”

A When your interview has been booked, we will send you an e-mail outlining items you are expected to bring to your appointment.

Items required for your interview:

- Your driver’s license - for identification purposes
- A Driver’s Abstract
- A current copy of your résumé (optional)
- Any of the certificates and licenses you mentioned in your application form

Note: Failure to bring the requested items could result in the cancellation of your interview.

Q “What if I cannot come up with an answer to an interview question?”

A You can ask to gather your thoughts or to bypass the question and return to it later. If you still cannot recall a specific experience to share, try to reflect back on any volunteer experiences or situations that you have dealt with involving your family or friends.

Q “How can I prepare for my interview?”

A Don't wait until the last minute to prepare! Practice and preparation ahead of time are essential to your success. .

FREQUENTLY ASKED QUESTIONS – SELECTION PROCESS

Q “How long is the selection process?”

A Unfortunately, there isn't a set time frame to follow as the recruiting needs of our department fluctuates and are dependent on outside factors

Q “I am currently a Volunteer/POC/Volunteer paid-on-call (POC) firefighters in another City/Municipality. Do you have an experienced firefighter transfer program?”

A Not currently.

Q “I have completed the Professional Firefighter Certification [i.e., NFPA 1001 Professional Firefighter]. Do I have an advantage?”

A Not necessarily. We accept applications from individuals from all walks of life and assess their files based on individual skills, experiences, attributes, values, etc. Applicants are measured on their ability to meet/exceed our standards rather than how they compare to other candidates.

Q “Can you recommend courses that I can take to better my chances of being selected?”

A Due to the competitive nature of the assessment process, we do not counsel or provide recommendations to potential applicants on how to increase their competitiveness.

Q “If I am unsuccessful at any step in the selection process, what feedback can I expect?”

A General feedback will be provided wherever possible, which will outline your eligibility to re-apply and if applicable, the length of time that must transpire before a future application will be accepted.

FREQUENTLY ASKED QUESTIONS – GENERAL

Q “What is the cost of the required training?”

A The required training for Volunteer paid-on-call (POC) firefighters is provided by the District free of charge. Transportation to and from additional training may also be supplied by the CSFD.

Q How much will I have to pay for my protective clothing?

A All required protective clothing is provided by the CSFD at no cost to the individual. We do however hold back \$250 from your first paid on call package as a security deposit for the items issued; the money is refunded upon receipt of issued items upon your departure from the organization.

Q. Who provides insurance coverage for my activities as a Volunteer paid-on-call (POC) firefighters?

- A** WorkSafe BC (Workers' Compensation Board) coverage is in effect when the individual member is performing the duties of a Volunteer paid-on-call (POC) firefighters. The District also has insurance coverage for auto liability when operating CSFD vehicles, as well as accidental death and disability coverage.
- Q.** Are Volunteer paid-on-call (POC) firefighters s directly paid in any way?
- A** Volunteer paid-on-call (POC) firefighters s are paid for required training and for all emergency call-outs at the rate set by Central Saanich Council.
- Q.** After my training period, how much time am I expected to give as an active member?
- A** While the exact time requirements vary, the average training and call out time is at approximately 20 hours per month. There is no ceiling on how much you can participate in optional duties, such as tours and public education, as well as the additional demands of officer positions.
- Q.** How quickly will I be expected to respond to emergencies?
- A** The Fire Service expects members to respond immediately to a page out.
- Q.** How often will I be on call to respond to emergencies?
- A** Our system depends upon Volunteer paid-on-call (POC) firefighters s being available to answer major emergencies. The department, therefore, expects Volunteer paid-on-call (POC) firefighters, when in the Central Saanich area, to be on call 24/7. ***This is a major commitment that needs careful consideration before you undertake it.*** The department realizes that no one can be available all of the time; however it relies on the commitment from all volunteer members to respond whenever they are available. ***Potential members should be aware that this commitment cannot be taken lightly as their response to emergencies is a lifeline to the public they serve.***
- Q.** How long do emergency call outs last?
- A** The average calls out lasts less than one hour. A working structure fire may extend to three to four hours. Major, multi-alarm fires may last eight to 10 hours. Occasionally, a major emergency may extend for days.
- Q.** If I have previous fire rescue training and experience, will it count towards my training with the CSFD training requirements?
- A** Prior training will likely assist in you develop the minimum skills that the department looks for in its Volunteer paid-on-call (POC) firefighters s. Participation in all CSFD programs is required in order to demonstrate your proficiency regardless of previous experience and current certifications.
- Q.** Is it possible for me to concentrate my participation and specialize in one area of department's response?
- A** All Fire Department members are generalists, capable of doing any of the fire or rescue tasks that may occur at an emergency. Specialist training is provided, but not to the exclusion of the ability to participate in all department activities.
- Q.** Is there a medical examination prior to acceptance by the Fire Service?
- A** You will be required to have your medical practitioner complete a full physical evaluation on your health and fitness.

- Q.** Are there written or physical tests prior to acceptance by the Fire Service?
- A** A written test to evaluate your interpersonal skills, mechanical aptitude, mathematics and reading retention is administered by a Chief Officer.
- Q.** How are Volunteer members integrated with Career members?
- A** Operational Guidelines dictate the training levels required in the Fire Service, and these standards apply to both Volunteer and Career members. In training and at emergency scenes, Volunteer and Career members operate as a team, working together to ensure each other's safety and on behalf of the taxpayer at risk.
- Q.** Can women be a firefighter with the Fire Service?
- A** Yes. We currently have women firefighters in the roster. We strongly encourage women and minorities to apply.
- Q.** Is there a social aspect to belonging to the Fire Service?
- A** Yes. In addition to the contribution to the community, firefighters often find personal satisfaction in belonging to the Fire Service. Members participate regularly in fire hall socials, as well as Fire Service related activities such as our annual awards recognition.