



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

# Paid-on-call (POC) Firefighters Recruitment Application Manual

(Previous Firefighting training or experience is not required)



*The Central Saanich Fire Department  
"Proudly serving our community since 1951"*

## **MESSAGE FROM THE FIRE CHIEF**

Thank you for your interest in becoming a paid-on-call (POC) firefighter 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 honour 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 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 paid-on-call (POC) firefighter 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.



Kenn Mount, Fire Chief

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## **SELF-EVALUATION QUESTIONNAIRE**

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

### **ASK YOURSELF:**

- ? Does my lifestyle support a strong code of conduct?
- ? 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? Can I maintain the highest level of confidentiality?
- ? 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, limited visibility, bodily fluids, residents under extreme stress?
- ? 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, religion, 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 and training?
- ? 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?

### **PAID-ON-CALL (POC) FIREFIGHTER'S BENEFITS**

- WorkSafeBC coverage
- Accidental Death & Dismemberment coverage up to \$150,000
- Access to Fire Station gyms
- Membership in Central Saanich Firefighters Association
- Departmental uniform
- Opportunity to serve your community
- Developmental opportunities
- Learning new skills, including 1001 Firefighter Certification
- 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.
- Fire Response: firefighters are expected to attend a minimum 15% of page outs for response to emergency calls, not including medical.
- Be available to work a minimum of 2 scheduled (10 to 14 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 commit.
- Option to work paid shifts up to 14 hours.

### **APPEARANCE AND GROOMING GUIDELINE**

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

- For safety reasons, 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.

- Hair that is longer will be bound with hairpins, barrettes or elastics, 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, the Fire Department 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.
- Emotionally prepared for charged situations.
- 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 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.
- 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**

- Engaging and operating a truck mounted or portable high pressure water pump.
- 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 freezing 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**

- Estimating building height and selecting appropriate elevated fire apparatus and/or ground ladders.
- Being aware of electrical lines/hazards when positioning fire apparatus, ladders, etc.
- Setting up Aerial Apparatus jacks/out-riggers and placing chocks.
- Operating the aerial ladder to raise position for rescue/water operations.
- Operating the aerial ladder when positioned on the top of the ladder.
- Removing extension ladder from apparatus and placing in position.
- Butting ladder, raising the fly's/stage to appropriate 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 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.
- Managing overdose or psychiatric patients.



## **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, public assists.
- 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 and 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.
- Replenishing /storing fire hall equipment and 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 is encouraged.
- Participate in peer support activities.

### **ADMINISTRATIVE DUTIES**

- Completing First Responder Patient Forms and other administrative forms.
- Using Fire Department software to record apparatus and gear checks.

### **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 prescribed 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.
- Respectful Workplace and Diversity.
- Salvage and Overhaul.
- Fire alarms and automatic sprinkler systems.
- Hazardous materials and techniques.
- The most direct routes to a specified address 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.
- Current and comprehensive knowledge of streets, neighborhoods, and local first nations within the CSDF response area

### **PROMOTING POSITIVE PUBLIC RELATIONS**

- Using tact and diplomacy when dealing with the public.
- Treating members of the public, co-workers, and members of mutual aid agencies respectfully and with dignity and professionalism regardless of race, religion, gender or beliefs.
- Interacting and working successfully with the public and any outside agencies.
- Participating in fire education programs to the residents, businesses, schools, or other user groups.
- Public education appearances.
- Conducting fire related demonstrations at community events.
- Time and/or participating in fundraisers for charitable work.

### **FITNESS REQUIREMENTS**

The Fire Service views fitness as an integral component in firefighting. 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 equipment and apparatus
- Dangerous work environments and awkward spaces
- Extreme heat exposures
- Rapidly changing environmental conditions

### **PHYSICAL FITNESS PREPARATION**

A personal commitment to a dedicated 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.

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](http://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 surgeries 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 here do-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](http://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.

### **PAID-ON-CALL (POC) FIREFIGHTERS QUALIFICATIONS**

#### **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 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.

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 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.
- 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](http://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'.

### **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 and to meet with us face-to-face to present yourself for the position.

### **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 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 paid-on-call (POC) firefighter's position. Our recruitment decision is based on consideration of your competencies, skills, physical abilities and paid-on-call (POC) firefighter's position fit.

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

### **PREPARING FOR 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 fire recruit training program. Your abilities, attitude and demeanor will be assessed throughout this process, and throughout your tenure as a probationary 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 and practical, hands-on training on a simulated training ground.

During your recruit training, you will complete the NFPA 1001 Firefighter Program. This process takes

aproximatoly 2 years but you are encouraged and expected to attend emergency calls during this time.

### **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.

### **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.

### **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.
- 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 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 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** “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 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. Who provides insurance coverage for my activities as a paid-on-call (POC) firefighters?

- A WorkSafeBC coverage is in effect when the individual member is performing the duties of a 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 paid-on-call (POC) firefighters directly paid in any way?

- A paid-on-call (POC) firefighter’s are paid for required training and for all emergency call-outs except medical 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 paid-on-call (POC) firefighters being available to answer emergencies. The department, therefore, expects 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 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 CSFD training requirements?

- A Prior training will likely assist in you developing the minimum skills that the department looks for in its paid-on-call (POC) firefighters. However, participation in all CSFD programs is required in order to demonstrate your proficiency regardless of previous experience and current certifications.

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 the recruitment team.
- Q.** How are members integrated with Career members?
- A** Operational Guidelines dictate the training levels required in the Fire Service, and these standards apply to both P.O.C and Career members. In training and at emergency scenes, Career members operate with P.O.Cs as a team, working together to ensure each other's safety and on behalf of the public at risk.
- Q.** Can women be firefighters within Fire Service?
- A** Yes. We currently have female firefighters on our roster. We strongly encourage a diverse and inclusive department.
- 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.