



## **Recruitment Information Package for Volunteer Firefighters**

# Recruitment Information Package for Persons Interested in Joining our Team of Volunteer Firefighters

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## Information to Candidates

This information package has been created to provide you with the information necessary for submitting an application to the Selwyn Fire Department to join our team of Volunteer Firefighters. Enclosed you should find information about our department and the Township and how our recruitment process works. Please ensure you read all the information carefully. If you have any concerns or questions not addressed in this package, please feel free to contact Fire Chief Gord Jopling, Deputy Chief Howard Jinkerson, or Kim Berry, HR Coordinator.

## Contact Information

Mailing Address: The Township of Selwyn  
P.O. Box 270  
Bridgenorth, ON K0L 1H0

Gord Jopling, Fire Chief  
(P) 705-292-7282 Email: [gjopling@selwyntownship.ca](mailto:gjopling@selwyntownship.ca)

Howard Jinkerson, Deputy Fire Chief  
(P) 705-292-7282 Email: [hjinkerson@selwyntownship.ca](mailto:hjinkerson@selwyntownship.ca)

Kim Berry, HR Coordinator  
(P) 705-292-9507 Email: [kberry@selwyntownship.ca](mailto:kberry@selwyntownship.ca)

Gwen Walker, Administrative Assistant  
(P) 705-292-7282 Email: [gwalker@selwyntownship.ca](mailto:gwalker@selwyntownship.ca)

## About the Township of Selwyn Fire Department

The Selwyn Fire Department consists of 5 Fire Halls, 90 Volunteer Firefighters, including 4 full-time staff members and 1 part-time Training Coordinator, 8 Pumper Trucks, 1 Tanker Pumper, 5 Rescue Units, 2 grassfire/watersource  $\frac{3}{4}$  ton trucks, 3 Rescue Boats, and 2 - 60 Kilowatt mobile generators.

Personnel respond to an average of 1330 emergency calls a year over a large geographical area that is mostly rural. Strong fire prevention and education programs are in place to help protect life and property in the Township.

## **Mission Statement**

Members of the Township of Selwyn Fire Department will provide dependable service to Selwyn in a responsive fashion, while showing care and compassion for those in need.

We will protect lives, property and the environment through fire prevention, public education, disaster preparedness, fire suppression, rescue and medical care.

The members of this department, working together will provide a professional and caring environment that is fair, honest, ethical and that treats all individuals with respect and dignity.

We are here to help.

## **Vision Statement**

It is the vision of the Selwyn Fire Department to be known as a progressive and innovative Fire Department.

Providing the finest in fire, rescue and emergency services by utilizing the best personnel, training and equipment and creating a work environment that promotes the health and welfare of our members.

We will create a commitment to excellence through professionalism, honesty, integrity and respect for our customers and each other.

## **Summary of Fire Department and Firefighter Duties**

The Selwyn Fire department provides the following Emergency and Fire Services:

- Fire prevention and inspection services
- Public education services
- Response to all fire types
- Emergency medical response - level A
- Vehicle accidents and extrications
- Ice & Water Rescue
- Farm, home & industrial accidents
- Public hazards
- Hazardous material incidents, awareness level
- Search & Rescue
- Mutual Aid and Automatic Aid response and Fire Protection Service Agreements

## Township of Selwyn Job Description

Position: <b>Firefighter</b>	Page: 1 of 3
Reports To: Fire Chief	Date: January 2016
This Job Description Is: <input type="checkbox"/> New <input type="checkbox"/> Existing <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Rescinded	

### **Job Summary:**

Responds to emergency incidents related to the Core Services provided by the Fire Department under the Township Establishing and Regulating Bylaw. Performs equipment maintenance, fire hall duties and participates in training exercises.

### **Duties and Responsibilities:**

1. Responds to emergency incidents and performs all tasks and operations before, during and after incidents in accordance with the Department Policies and Procedures and Operating Guidelines.
2. In the absence of a higher ranking member of the department, may be required to act as the ranking member of the Department.
3. Take command at emergency incidents as required in the absence of a more senior member of the department, in accordance with Department Policies and Procedures and Operating Guidelines.
4. Ensures that information is accurately communicated up and down the chain of command.
5. Obeys and complies with the Department rules, regulations, Policies and Procedures and Operating Guidelines.
6. Attends and participates in training sessions as required under the Fire Department Training Policy.
7. Responsible for the proper use, applications, maintenance, care, clean-up and appearance of equipment, apparatus and fire hall as assigned.
8. Keep appraised of any condition that may alter or modify their response to an alarm, ie. Streets, hydrants, static water sources and other features of their assigned response zone.
9. Participates in fire safety inspections ensuring that properties meet an acceptable degree of life safety.
10. Performs public education and public relations activities so that fire and life safety is promoted and the community understanding of the Fire Service is enhanced.
11. Performs administrative duties to ensure overall efficient operation of the organization in accordance with all relevant legislation and Department Policies and Procedures and Operating Guidelines.
12. Demonstrates a commitment to personal and professional development so to remain current with new legislation, standards, techniques and procedures, personal development is enhanced, departmental fire safety standards are met and professional competency is maintained.

**Duties and Responsibilities:** (Cont'd)

13. Responsible to adhere to the Occupational Health and Safety Act and the Municipal Health and Safety Policy.
14. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act and any other applicable legislation.

**Supervision:**

This position may require the incumbent to supervise or direct the work of others in accordance with Department Policies and Procedures and Operating Guidelines.

**Contacts:**

Internal: With Officers and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With the general public to provide and gather information, ensuring polite and tactful relations.

**Working Conditions:**

Exposed to hazards, extreme heat and inclement weather.

Frequently requested to respond to incidents at irregular hours.

**Job Knowledge:**

Requires or must be able to attain the EOFA Recruit Training Course or equivalent.

Requires or must be able to attain certification in CPR, defibrillation, first aid and oxygen therapy.

Knowledge of modern firefighting rescue and fire prevention principles.

Knowledge of the Municipality and surrounding areas protected by agreements and of the Department's apparatus and equipment.

Knowledge of the Occupational Health and Safety Act, the Fire Prevention and Protection Act , Municipal and Department Policies and Procedures and Operating Guidelines.

Requires a valid Class "D" License with "Z" endorsement.

**Key Competencies:**

- Teamwork & Cooperation
- Customer Focus
- Decision Making
- Job Knowledge
- Interpersonal Skills
- Integrity/Honesty

## Recruitment Goals

The goal of the recruitment process is to establish a team of Volunteer Firefighters to service the Township of Selwyn from all five (5) of our Fire Stations 24 hours per day, 7 days per week:

Station #1 Bridgenorth located at 833 Ward Street

Station #2 Lakefield located at 45 Concession Street

Station #3 Young's Point located at 2738 Fitzpatrick Road

Station #4 Curve Lake located at 1964 Curve Lake Road

Station #5 Ennismore located at 801 Tara Road

## Selection Process

### 1. Application

The selection process to become a member of our firefighting team begins with the submission of an **Application Form**. An application form can be found on the Township of Selwyn website.

All application forms should be sent to the attention of Kim Berry, HR Coordinator:

Mailing Address:

Township of Selwyn  
P.O. Box 270  
Bridgenorth, ON K0L 1H0

Email: [kberry@selwyntownship.ca](mailto:kberry@selwyntownship.ca)

All Applications received will remain current for a minimum of one year.

Applicants should have the following prerequisites prior to submitting an application:

- Applicants must live within a reasonable distance of a Fire Hall.
- Applicants must have a valid drivers license – Class G or higher, and have a clean Drivers Abstract.
- Demonstrated Community Commitment.
- No criminal record.
- Be in good physical condition to perform the duties of a Volunteer Firefighter.



Preference will be given to candidates with the following qualifications:

- A Class DZ or higher drivers license.
- Previous documented firefighting experience.
- A student of a fire related college program.
- Related experience (i.e., nursing, EMS, Building Construction, Auto Mechanic).
- Availability during daylight hours. (Employer waiver allowing attendance during working hours would be an asset).
- Availability to serve a specific fire hall or geographical area in need of fire fighters.

## 2. Interview

Selected applicants will be contacted for an interview which will be conducted by an interview panel that will include representatives of the Fire Department Chief Officers, the Township Human Resources Representative (or an appointed designate) and other Senior Officers as required.

## 3. Reference Check

The references listed on the candidate's Application Form will be contacted by the Fire Chief or a designate to verify experience, education and other facts presented throughout the interview process.

## 4. Selection

The selection of applicants is based on qualifications, and the ability to do the job as determined by the results of the recruitment process. The successful candidates will be contacted with a conditional offer of employment as a probationary firefighter to the Selwyn Fire Department.

All New Recruits and Firefighters are on probation for a period of one year.

Applicants should be aware at the beginning of the recruitment process that once an offer to join the Volunteer Fire department is given, it will be conditional upon the applicant producing the following documents:

- A signed Township of Selwyn Volunteer Affirmation Form
- A favourable Criminal Reference Check including a Pardoned Sexual Offender Database Search (The Criminal Records Check form can be found in this package).
- A Drivers Abstract Check

Prior to commencing any new recruit training, candidates must provide:

- A Certificate of Health issued by a licensed medical practitioner.

## **Expectations of New Recruits and New Firefighters**

New recruits are expected to successfully fulfill the following training requirements:

- Eastern Ontario Academy Recruit Course  
New recruits must attend 100% of this recruit training course and successfully pass the testing requirements of this course. If a new recruit does not successfully\* complete this course, at the discretion of the Fire Chief the new recruit may be invited to attend the course again representing the Selwyn Fire Department, yet the costs associated with taking the course a second time will be incurred by the new recruit and will not be reimbursable by the Selwyn Fire Department.
- Attend regular training courses coordinated by the Selwyn Fire Department Training Officer. These courses are generally held once every 2 weeks for 2 to 3 hours and weekends when necessary.
- At the completion of all medical training consisting of, defibrillation, CPR, First Aid and Oxygen Therapy, recruits will be issued pagers, at which time they may attend emergency incident calls.

All new recruits and firefighters are expected to comply with all Fire Department Policies and Procedures and Operating Guidelines.

New Recruits will be issued a blue vest that must be worn at all times while representing the Township of Selwyn Fire Department.

## **Thank You!**

Thank you for considering joining the  
Selwyn Fire Department.

We want to acknowledge the effort every applicant puts into the pursuit of being a firefighter and the desire each possess to assist in the protection of our community.