



# Cobourg Fire Department

## Volunteer Fire Fighter Recruitment Guide



### THE CORPORATION OF THE TOWN OF COBOURG

**Accessibility:**

*We are an equal opportunity employer that is committed to inclusive barrier-free recruitment and selection processes. We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Please advise Human Resources should you require accommodation at any time during the recruitment process.*

**Privacy:**

*We will hold your application in strict confidence. Information contained in your application will only be used for the purpose of employment assessment. Personal information provided is in accordance with the Municipal Freedom of Information and Protection Privacy Act.*



# Cobourg Fire Department

## Volunteer Fire Fighter Recruitment Guide



### TABLE OF CONTENTS

**Letter from the Cobourg Fire Department ..... 2**

**Volunteer Fire Fighter Position Overview ..... 3**

**Job Description ..... 4**

**Recruitment Program ..... 5**

    Purpose..... 5

    Prerequisites..... 5

    Program Steps ..... 5

*Step One – Application Submission ..... 5*

*Step Two – Physical Assessment..... 5*

*Step Three – Formal Interview..... 6*

*Step Four – National Fire Select Test ..... 6*

*Step Five – Final Review..... 6*

    Privacy ..... 7

    Accessibility ..... 7

**Firefighter Applicant Fitness Assessment Consent Form ..... 8**





# THE CORPORATION OF THE TOWN OF COBOURG

**COBOURG FIRE DEPARTMENT**  
111 ELGIN STREET EAST  
COBOURG, ONTARIO, K9A 1A1

Telephone: (905) 372-9789  
Fax: (905) 372-0869  
Email: [fire@cobourg.ca](mailto:fire@cobourg.ca)  
[www.cobourg.ca](http://www.cobourg.ca)

## Volunteer Fire Fighter Applicants:

Thank you for your interest in the Cobourg Fire Department. This information package contains all the relevant information associated with Cobourg Fire's Volunteer Fire Fighters including the steps involved in the recruitment process for this position.

The Cobourg Fire Department is what is commonly referred to as a "composite" fire department. This means that our firefighting staff is comprised of both full-time and volunteer fire fighters. There are currently fifteen (15) full-time firefighters and, when at full complement, sixteen (16) volunteers.

The department provides 24-hour emergency response to the community in the following areas;

- Fire suppression
- Advanced medical assist with defibrillation
- Hazardous materials response
- Entry-level water and ice rescue
- Confined space rescue
- Vehicle extrication and
- Response to any other natural or accidental emergencies.

In 2016, the department responded to 1,158 incidents. Volunteer fire fighters responded to approximately a sixth (1/6) of those calls.

If you are selected to become a member of the Cobourg Fire Team, you will be expected to participate in the department's Public Fire Safety Education Program and various other public relations activities. As a condition of employment, you will also be expected to participate in the department's Comprehensive Training Program.

Although the position is referred to as "Volunteer fire fighter", you will receive remuneration for your service with Cobourg Fire Department as outlined in our Memorandum of Understanding with our Volunteer Forces.

The demands and expectations placed on a volunteer fire fighter are not unlike those placed on our full-time staff. The job requires commitment, devotion, compassion and above all, a desire to serve your community. With this being said, the rewards of being a volunteer firefighter far outweigh the demands of the position.

Please review this package in its entirety and should you have any questions regarding this position or the recruitment process we would be more than happy to assist you.

**Mike Vilneff,**  
*Fire Chief, CEMC*  
*Cobourg Fire Department*

**Gene Thompson,**  
*Deputy Chief, CEMC Alternate*  
*Cobourg Fire Department*

### **Accessibility:**

*We are an equal opportunity employer that is committed to inclusive barrier-free recruitment and selection processes. We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Please advise Human Resources should you require accommodation at any time during the recruitment process.*

### **Privacy:**

*We will hold your application in strict confidence. Information contained in your application will only be used for the purpose of employment assessment. Personal information provided is in accordance with the Municipal Freedom of Information and Protection Privacy Act.*



# Cobourg Fire Department

## Volunteer Fire Fighter Recruitment Guide



### VOLUNTEER FIRE FIGHTER POSITION OVERVIEW

#### Position Outline:

The successful applicant(s) will work under the supervision of senior officers to combat fires, perform rescue work, administer first aid, respond to hazardous materials incidents and operate and maintain firefighting apparatus and equipment.

Applicants must:

- Have completed a minimum Grade 12 or equivalent
- Possess and be willing to produce upon selection a valid Ontario Driver's License
- As a condition of employment, obtain a Class "D" License with a "Z" endorsement within three (3) years of the successful candidate's date of hire
- Complete and sign a waiver (provided in this information package) authorizing the Cobourg Fire Department to collect personal information
- Attend training sessions to obtain acceptable levels of ability in areas such as First Aid, C.P.R., Rescue work and Fire Fighting Technology
- Be sufficiently fit with weight proportional to height in order to be capable of working effectively and extensively under arduous physical conditions as part of an active fire fighting rescue team
- Be able to provide both a favourable Criminal Record Check and a favourable Vulnerable Sector Check upon selection and as a condition of employment

In addition, successful applicants shall perform other duties related to fire detection, suppression, prevention and public relations, as assigned.

Applicants will be required to participate in and successfully complete the following activities that are based on the actual activities that a fire fighter would perform;

- Fitness assessments
- Work-related agility tests
- Health and medical evaluations
- Formal Interviews
- Testing Protocols

These stages and activities are outlined in the *Recruitment Program Steps* in this package.

Specific duties and responsibilities of a Volunteer Fire Fighter are outlined in the *Job Description* included in this package.

The Town of Cobourg and the Cobourg Fire Department hold all application materials gathered throughout the recruitment process in strict confidence. Information provided and contained in your application, including testing results, will only be used for the purpose of employment assessment. Personal information provided is in accordance with the *Municipal Freedom of Information and Protection Privacy Act*.

The Town of Cobourg, including the Cobourg Fire Department, is an equal opportunity employer that is committed to inclusive barrier-free recruitment and selection processes. We are pleased to accommodate individual needs in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. Please advise Human Resources should you require accommodation at any time during the recruitment process.





# Cobourg Fire Department

## Volunteer Fire Fighter Recruitment Guide



### JOB DESCRIPTION: VOLUNTEER FIRE FIGHTER

**POSITION TITLE:** Volunteer Fire Fighter

**REPORTS TO:** Officers of the department, as assigned

- FUNCTION:**
- Maintaining a readiness for, and responding to emergency situations of varying origins and magnitude in order to provide assistance in the saving and preservation of lives, property and the protection of the environment.
  - Furthering the prevention and/or reduction of fire-related incidents by increasing citizens' awareness and knowledge of fire prevention and fire safety.

- RESPONSIBILITIES:**
- Performing fire ground operations by searching for, rescuing and evacuating individuals; protecting exposures; confining, controlling and extinguishing the fire; salvaging and overhauling the structure and its contents so that lives are protected and property loss is minimized. These activities shall all be performed in accordance with departmental policies, procedures and guidelines.
  - Performing rescue operations by conducting a primary and secondary search; stabilizing the scene and each victim's injuries; providing a means of egress so that the victim(s) is/are removed from an area of danger to an area of safety while preventing injury to the recoverer and/or additional injuries to the victim(s).
  - Safely controlling hazardous materials in order to prevent injury and/or loss of life; minimizing property and environmental damage.
  - Operating fire apparatus and support vehicles within the structure of the *Highway Traffic Act* and within the vehicle's design parameters, so that the apparatus is used safely and efficiently.
  - Applying first aid, stabilizing the victim's condition and preparing the patient for transport to medical care facilities.
  - Maintaining equipment to a level of response and readiness so that safety is ensured and the equipment's life is extended.
  - Performing public relations duties such as providing public assistance; making presentations; participating in special activities; performing demonstrations and projecting a professional image at all times in order to enhance the public's perception of both the department and fire fighters in general, while keeping in mind the primary goal of educating the public is fire safety.
  - Performing communications duties, including but not limited to; operating mobile and portable radios, computers and other communications equipment so that the required messages are transmitted and/or received in accordance with departmental policies and procedures
  - Performing administrative duties so that all related records and required documents are completed and maintained, and all relevant legislation is complied with.
  - Participating in departmental training programs (Ontario Fire College/NFPA programs and other assigned courses) in order to remain current with both new and existing legislation, ensuring that personal development is valued and undertaken and that departmental fire safety standards are met and professional competence is maintained.
  - Conforming to all Health and Safety policies, procedures, rules and regulations applicable; as adopted by the Corporation of the Town of Cobourg and the Province of Ontario's Health and Safety Act and Regulations Handbook (*Green Book*).
  - Performing all other related duties, as assigned





# Cobourg Fire Department

## Volunteer Fire Fighter Recruitment Guide



### RECRUITMENT PROGRAM

#### Purpose:

The Cobourg Fire Department has developed a program for the recruitment of Volunteer Fire Fighters. The program serves several purposes;

1. It provides a fair and uniform method of selecting individuals who wish to serve the community as members of the Fire Department
2. It provides the potential Fire Fighter with an opportunity for insight into the Fire Service including the demands, commitment level as well as the rewards.

#### Prerequisites:

In order to qualify to be a probationary Volunteer Fire Fighter, you must:

- Be legally entitled to work in Canada
- Possess a minimum Grade 12 or equivalent, as approved by the Ontario Ministry of Education (proof to be submitted with resume)
- Possess a valid Ontario Drivers License with a favourable Driving Abstract
- Understand and be able to communicate clearly in English both orally and written, under various situations including under stressful conditions
- Possess a pardon, if previously convicted of a criminal offence
- Be available to respond to emergency situations, as required on call basis

#### Program Steps:

The recruitment program has five (5) steps involved in the process. These steps are outlined below.

***The order/sequence of the recruitment steps outlined below, may vary from time to time at the discretion of the Hiring Committee and the Cobourg Fire Department's Lead Officials. Should the sequence change, candidates who are contacted by the Hiring Committee to progress in the recruitment process will be made aware of these changes.***

#### **STEP ONE – Application Submission**

Candidates submit their intent for application for the Volunteer Fire Position by submitting their Resume and required documents (as outlined in this package) to Human Resources. Applications will only be accepted when they are submitted to Human Resources via email at [careers@cobourg.ca](mailto:careers@cobourg.ca) with "Volunteer Fire Fighter" listed as the subject line in the email. Submission instructions are included in the Job Posting that is available online at [www.cobourg.ca](http://www.cobourg.ca) under the *Current Opportunities* page that is found in the *Jobs* section under *Town Hall*.

Once the job posting deadline closes, all of the applications are reviewed by the Hiring Committee consisting of the Fire Chief, the Deputy Fire Chief, the Human Resources Generalist and a Fire Captain. Successful candidates who have been selected to move onto the next stage will be contacted by the committee.

***Please Note: While we thank all candidates for their interest in employment with the Cobourg Fire Department and the Town of Cobourg, only those candidates selected for an interview will be contacted.***

#### **STEP TWO – Physical Assessment**

Candidates will be required to successfully complete a number of physical test. These are work related tests aimed at gauging the individual's physical agility relative to the duties of a fire fighter. Please note, should you reach this step you may wish to bring the following items to your testing:

- Water bottle





# Cobourg Fire Department

## Volunteer Fire Fighter Recruitment Guide



- Sweat towel
- Fresh change of clothes

The first evolution consists of a number of elements which must be completed non-stop within a ten (10) minute time limit. The elements include;

- Stair Climb
- Hose Drag
- Equipment Carry
- Ladder Raise
- Forcible Entry
- Simulated Rescue
- Ceiling Breach/Pull

The second and third evolutions consist of testing a candidate for claustrophobia (fear of confined spaces) and acrophobia (fear of heights). Depending on availability and scheduling, all three rounds of testing might not necessarily be completed in one day, instead these rounds could be spread out into multiple days and candidates will be made aware of these times.

***Please Note: Candidates are encouraged to consult a physician prior to taking part in this physical assessment as they will be asked to read and sign the "Fire Fighter Application to Fitness Assessment Consent" Form. This form must be submitted to the test examiner prior to the commencement of testing.***

### **STEP THREE – Formal Interview**

Candidates will be interviewed by a panel of members consisting of the Hiring Committee; the Fire Chief, the Deputy Fire Chief, the Human Resources Generalist and a Fire Captain. At the interview stage you will be asked to provide several pieces of information and documentation including;

- A letter from your employer giving you permission to leave work to attend incidents, if applicable
- Names and telephone numbers of at least three (3) professional references
- Any other documents and/or letters of reference you wish to submit

### **STEP FOUR – National Fire Select Test**

At this stage candidates will be required to write and successfully pass the "National Fire Select Test" administered by the Ontario Fire Administration Inc. (OFAI). All candidates are encouraged to visit their website [www.ofai.ca](http://www.ofai.ca) or call them at (905) 426-6756 for further details and testing dates. Confirmation of passing the test will be required. Candidates are strongly encouraged to contact the OFAI and inquire about the testing and/or schedule their testing well in advance of the interview to ensure testing times are available.

Should you require accommodation needs in accordance with the *Accessibility for Ontarians with Disability Act, 2005*, for writing this examination, it is the candidate's responsibility to notify OFAI representatives prior to the commencement of the exam to ensure accommodation needs are met.

***Please Note: The cost of the OFAI examination is the sole responsibility of the recruit.***

***Please Note: From time to time and at the discretion of the Cobourg Fire Department's Lead Officials, there may be deemed a substantial volume of candidates that could warrant a Local Testing Facility to host the National Fire Select Test. Should a Local Testing Centre be scheduled by the Cobourg Fire Department to run the National Fire Select Test, candidates will be made aware of the testing date(s), time(s) and location(s) well in advance. Candidates are still encouraged to follow the instructions above unless otherwise communicated.***





# Cobourg Fire Department

## Volunteer Fire Fighter Recruitment Guide



### **STEP FIVE – Final Review**

This is the final stage where the Hiring Committee reviews all the information gathered throughout the first four stages of the recruitment process. Should the candidate be successful and a conditional offer of employment be made, they will be asked to provide the following;

- A signed waiver (provided in this information package) authorizing the Cobourg Fire Department to Collect Personal Information
- Your Current Ontario Driver's License number
- A current (within 30 days) Ontario's driver's abstract showing no more than 5 demerit points and no unpaid fines
- A favourable Criminal Record Check
- A favourable Vulnerable Sector Check
- A medical examination/evaluation confirming ability/fitness for duties.

***Please Note: The cost of the medical examination/evaluation is the sole responsibility of the candidate.***

### **Privacy:**

The Town of Cobourg and the Cobourg Fire Department hold all application materials gathered throughout the recruitment process in strict confidence. Information provided and contained in your application, including testing results, will only be used for the purpose of employment assessment. Personal information provided is in accordance with the *Municipal Freedom of Information and Protection Privacy Act*.

### **Accessibility:**

The Town of Cobourg, including the Cobourg Fire Department, is an equal opportunity employer that is committed to inclusive barrier-free recruitment and selection processes. We are pleased to accommodate individual needs in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. Please advise Human Resources should you require accommodation at any time during the recruitment process.





# Cobourg Fire Department

## Fire Fighter Applicant Fitness Assessment Consent Form

### CONSENT FOR EXERCISE TESTING

The performance of firefighting tasks requires considerable muscle strength, agility and endurance. The agility tests are designed to simulate commonly encountered and essential fire fighting operations.

I, the undersigned, do hereby acknowledge;

1. My understanding that there exists the possibility of certain physical changes occurring during and after the tests, including abnormal blood pressure, fainting, transient light headedness, leg cramps, nausea and, in rare cases, heart attack or heart rhythm disturbances and yet I willingly assume these risks;
2. My understanding that I may ask questions or request further explanation or information about my fitness testing;
3. My consent to perform the following simulated fire fighting test;
  - a. Carry a roll of thirty-eight (38) mm hose (approximately 11.34 kg) up and down a fire hall stairwell for a period of three (3) minutes;
  - b. Drag a two-hundred foot (200') (60m) length of 45 mm hose, simulating an uncharged hose line, a length of seventy-five feet (75') across the marked finish line;
  - c. Carry two saws a total distance of one-hundred-and-fifty feet (150') (45.72m);
  - d. Using two twenty-four foot (24') aluminum ground ladders, simulate the task of placing a ground ladder at a fire structure and extending the ladder to the roof or window;
  - e. Drag a one-hundred-and-sixty-five pound (165 lbs) (75 kg) training dummy a distance of seventy feet (70') (21.34m) through a prescribed obstacle course;
  - f. Simulated forcible entry using sledge hammer/ Kiser machine;
  - g. Using a six foot (6') (1.83m) pike pole, simulate the task of breaching and pulling down a ceiling to check for fire extension;
  - h. Ascend to a height of thirty meters (30m) in an aerial platform operated by a department staff member;
  - i. Wearing a self-contained breathing apparatus with a blacked out face piece, man oeuvre through a passageway to a designated exit at the Town's Water Pollution Control Plant #2;
4. My obligation to inform the performance test examiner of any medical condition and/or history that I may have that might affect my well-being as a result of taking part in these tests;
5. My obligation to immediately inform the performance test examiner of any pain, discomfort, fatigue or any other symptoms that I incur, either during or after testing;
6. My understanding that I may stop any further testing if I so desire, and also that the testing may be terminated by the test examiner upon their observation of any symptoms of distress or abnormal response;
7. My understanding that there are potential risks related to the performance of the job related test (e.g. straining the muscles of the back, etc.);





# Cobourg Fire Department

## Fire Fighter Applicant Fitness Assessment Consent Form

8. I, \_\_\_\_\_, having made application for employment as a Volunteer Fire Fighter with the Cobourg Fire Department, recognize and acknowledge that for such application to be considered, it is necessary to undergo an agility test.

In consideration of my application for employment ***I do hereby agree to waive, indemnify and save harmless the Corporation of the Town of Cobourg, the Chief, Officers and members of the Cobourg Fire Department from all actions, causes of action, claims or demands which I, my heirs, executors, administrators, successors and assigns may hereinafter have arising from the aforesaid tests for any personal injury up to and including death, which I may suffer or sustain by reason of, or in any way arising from or resulting from undergoing such tests for application to the Cobourg Fire Department.***

9. In case of emergency, I authorize the Cobourg Fire Department to contact:

PRIMARY EMERGENCY CONTACT			
<b>Name:</b>			
<b>Address:</b>			
<b>Telephone:</b>	(cell)	(work)	(home)

or, if the first party is unavailable;

SECONDARY EMERGENCY CONTACT			
<b>Name:</b>			
<b>Address:</b>			
<b>Telephone:</b>	(cell)	(work)	(home)

<b>Name of Participant (please print)</b>			
<b>SIGNATURE OF PARTICIPANT:</b>		<b>Date:</b>	
<b>SIGNATURE OF WITNESS:</b>		<b>Date:</b>	

