



DEPARTMENT AND VOLUNTEER FIRE FIGHTERS

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 sixteen (16) full-time firefighters and, when at full complement, twenty (20) 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 2024, the Cobourg Fire Department responded to 2062 calls. Volunteer firefighters responded in 506 of those calls.

If you are selected to become a member of the Cobourg Fire Department, 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.

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

Program Steps:

The current recruitment program has four (4) 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 humanresources@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 under the *Current Opportunities* page that is found in the *Jobs* section under *Town Hall*.

Once the job posting deadline closes, all the applications are reviewed by the Hiring Committee. Successful candidates who have been selected to move onto the next stage will be contacted by Human Resources.

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 and Swim Test

Candidates will be required to successfully complete a number of physical tests. 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
- Sweat towel
- Fresh change of clothes

The first evolution consists of a number of elements which must be completed nonstop 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.

The Swim Test consists of the following two consecutive tests:

1. Tread water, unassisted, for ten (10) consecutive minutes. Candidates must remain vertical and keep their heads completely above water.

Failure for Tread Water: If the candidate cannot tread water for 10 consecutive minutes, touches the pool wall, ropes, or anyone around them, floats on their back, submerges underwater or starts swimming, the first time you will receive a warning and the second time you will receive a failure. Automatic failure if the required 10 minutes is not achieved.

2. Swim 100 meter (4 lengths of the pool) using any combination of swimming strokes. Candidates must keep making progress toward the end(s) of the pool. Time limit: 5 minutes Failure for 100-meter swim:

Candidate will fail if they do not use swimming strokes, tread water, stand up in the pool or grab the end or side of the pool (a push-off is OK). The first time you will receive a warning and the second time you will receive a failure. Automatic failure if the 5-minute time limit is exceeded.

STEP THREE – Formal Interview

Candidates will be interviewed by the Hiring Committee. 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 – Final Review

This is the final stage where the Hiring Committee reviews all the information gathered throughout the first three (3) 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 favorable Level 4 Record Check and a favorable 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.