

Name: \_\_\_\_\_



# APPLICATION

ACCURATE, LEGIBLE COMPLETION OF THIS DOCUMENT IS IMPORTANT

PLEASE COMPLETE ALL INFORMATION REQUESTED.

# RECRUITMENT ORIENTATION GUIDE

This handbook has been developed as a resource for those men and women who have indicated an interest in becoming a volunteer member of the Fire Department. Participation as a volunteer member of the Fire Service will bring personal rewards, satisfaction, raise self –esteem and give you a tremendous sense of accomplishment for a job well done. Your involvement will also provide your community with a valuable service that has the potential to touch us all.

However, service in our department requires serious commitment. The High Prairie Volunteer Fire Department is a 24 hour-a-day service that provides emergency fire service, rescue and other related services to the town of High Prairie and surrounding area. These services are provided by our highly trained and well-equipped volunteer fire department members. Our volunteer firefighters receive pay for some of the services they provide but as well volunteer many hours to our community.

Your decision to join should not be made quickly. This recruitment handbook has been developed to provide the information needed to help you make that decision. Making a commitment to serve as a volunteer is a serious decision, we ask that you take the time to read this booklet and get the facts of what is involved in being a member of the Fire Department.

Once you understand what is involved in being a member of the Fire Department, we hope you will find that you are able to make the commitment that our community requires. The service provided by Volunteer Firefighters is truly valuable to the citizens of our municipality and the people travelling through. We hope that you can contribute to the cause.

Further information can be obtained by contacting the Fire Chief or the Deputy Fire Chief of the High Prairie Fire Department.

## **GOALS OF THE FIRE DEPARTMENT**

The mission of our fire department is to protect life, property and businesses from the effects of fires and disasters and to provide rescue services to motorists traveling on our highways. A significant portion of our mission can be accomplished through fire prevention, education and emergency preparedness programs and when called upon, we will provide a safe, rapid, professional and compassionate response to all emergencies.

## **THE NATURE OF OUR BUSINESS**

Firefighting is one of the most diverse and challenging professions known today. It is this diversity that inspires men and women to enter the service, both as volunteers and career employees. The fact that your skills may be needed at any time of day, seven days a week, in any kind of weather, and very often under stressful and emotional circumstances makes our contribution to our profession very personally rewarding. This is especially true in our small community where we know everyone.

Two basic purposes of the fire service are first to prevent fire or emergencies from occurring. This is done through fire prevention inspections, fire safety education, and code enforcement programs. Secondly, we are here to prepare ourselves to control fires or emergencies should prevention not prevail. This is done through education, training, pre-incident planning, more training, and more training, state of the art equipment and even more training. We will train not until we can get it right, but until we can never get it wrong.

This type of work is not for everyone. You will need more than just a desire to help people. You also need courage, dedication, assertiveness, and a willingness to learn new skills and face new challenges. The Fire Department is not for the meek or timid or for those who lose control of their emotions during a crisis. Our service is one which calls on its members to perform hot, sweaty, dirty, strenuous work, often in uncertain hazardous environments. There is also exposure to very traumatic circumstances where a fragile balance of life has been determined by circumstances that have inflicted great harm upon a person. In our occupation we often see the worst of what life can deal to a person.

The personal rewards and satisfaction received from being involved in a Fire Department are often beyond description. There is a sense of accomplishment after controlling a building fire, a compassion for accident victims and fulfillment in teaching fire safety.

The bottom line in our business is measured by the prevention and reduction of loss of life, pain and suffering, and property damage that we have in our service. We are here to prepare for one reason and that is to provide a service to residents of our communities.

If you feel you have what it takes to fill these boots and meet the challenges of our business, we welcome you to apply to join our team.

## **PRIMARY OBJECTIVES OF THE FIRE DEPARTMENT**

To achieve the goals of the Fire Department the following objectives have been established:

1. Provide an administrative process consistent with the needs of the department.

2. Ensure that the firefighting equipment and the operating personnel are available to provide adequate response to a citizen's call within a reasonable length of time.
3. Provide department training to an acceptable standard which will ensure the continuous upgrading of all personnel in the latest techniques of fire prevention, firefighting, and control of emergencies and to co-operate with other municipal fire departments with respect to management training and other programs.
4. Provide a maintenance program to ensure all fire protection apparatus, including all equipment, is ready to respond to emergency calls.
5. Provide an effective fire prevention program.
6. Ensure in the event of a major catastrophe in the municipality, assistance to cope with the situation is available from outside departments and other agencies.
7. Develop and maintain a good working relationship with all federal, provincial, and municipal departments, utilities, and agencies, related to the protection of life and property.
8. Must be able to Interact and co-operate with other departments of the corporation respecting the aspects of fire or any given program.

### **Training and Participation**

Over the years, the fire service has evolved into a public safety agency providing highly technical and diverse services. The public has come to rely on the Fire Department as the "First Responder" not only when life and property are threatened by manmade and natural disasters, but for seemingly smaller problems as well.

To ensure that all members of the Fire Department are prepared to deliver the best level of services required, training standards have been developed to provide each member with the needed skills, knowledge, and abilities necessary to deliver fire and emergency services to the citizens of the municipality.

### **TRAINING REQUIREMENTS – VOLUNTEER ORIENTATION**

- A) All volunteers entering the system must participate in the training program taught by departmental instructors regardless of whether the individual has prior training or experience.

- B) New recruits must attend the mandatory Recruit intake training held as assigned.
- C) Volunteers who are successful in the recruitment process will be on a 6-month probationary period. During this time, new recruits may be dismissed at ANY TIME and for ANY REASON. After the recruit training intake period, they will be allowed to respond to emergency calls. After 36 hours or 6 months time accrued, these volunteers will be voted on for full member acceptance. A unanimous vote must be evident to become full members.
- D) At the recommendation of membership, probationary terms may be extended for another 6-month period.
- E) New members will not be allowed to enter a burning structure until the appropriate level of training is completed and competency demonstrated.
- F) Once the training levels have been achieved, each member must demonstrate skill proficiency.
- G) Fire fighter will not be issued a Pager until the 6-month probation period has been completed and full memberships is attained. Firefighters will have access to event calls through I AM RESPONDING app. Firefighter can respond to the fire hall with this App notification.

#### **JOB SPECIFICATION – VOLUNTEER FIREFIGHTER**

##### General statement of duties:

- Must be capable to respond to an emergency to perform firefighting duties.
- Will be covered by Workplace Safety and Insurance Board.
- Covered by ON-Duty Accidental Death Insurance Policy
- Must have current Hepatitis “B” vaccination
- Must maintain a reasonable level of health and fitness.
- All PPE will be supplied by the Fire Department.
- Must be committed to continuous training.
- **DUE TO REASONS OF SAFETY, FACIAL HAIR) IS NOT PERMITTED**
- Firefighters’ tasks include routine duties in the maintenance of firefighting equipment.
- A firefighter must respond promptly, safely, and efficiently to alarms, abide by ALL TRAFFIC SAFETY LAWS, obey the orders of the officer in charge, share in the work that is required at emergency scenes around the fire station and when otherwise on duty.
- **A firefighter must refrain from using offensive statements or language at the emergency scenes, in and around the firehall and when on duty in public.**

- A firefighter will be loyal to their fellow firefighters, officers, and the fire department, and always conduct themselves in a professional, compassionate and sensitive manner, remembering that he/she in the eyes of the **public at all times**.
- Firefighters will respond to emergencies as requested
- Must be proficient in English
- Members are encouraged to **SPEAK-UP** if they feel something is **UNSAFE or a Concern**

### Examples of Work

- Must ensure safe operation of all department equipment
- Perform various maintenance and cleaning tasks on apparatus and equipment
- Conduct firefighting /rescue activities at emergency scenes.
- Attend training sessions to stay current in firefighting and rescue methods.
- Have knowledge and understanding of the rules and regulations (SOGs) governing the fire department volunteer activities of the department.
- Knowledge of the operation of all equipment and methods used in combating, extinguishing, and preventing fires and rescue activities.
- Must have the agility and strength to do prolonged and hard work under adverse conditions.
- Must possess the ability to react quickly and remain calm under duress and strain.
- Must be a holder of a valid driver's licence with clean abstract and be capable of responding to an emergency.

### Benefits of being a member:

- Life Insurance
- Access to Homewood health program
- Free access to HP Aquatic Center for member and IMMEDIATE family
- Liquor Store Discounts
- Restaurant discounts (ie KFC)
- Hotel rate discounts
- Merchant discounts with ID (MEC, Helly Hansen, Oakley)
- Part time job pay of 14.99/hr
- HPFD SWAG

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

## **Thank You for Considering Joining the Fire Department**

### **HPFD Application Checklist**

**Before handing this application in for review, please ensure the following checklist has been completed. Failure to include any of the following could impede your application process.**

1. \_\_\_ RCMP Current criminal record check
2. \_\_\_ Photocopies of:
  - \_\_\_ Valid Alberta Operators License (class 5 or better);
  - \_\_\_ Standard First Aid & CPR Certificate (or better);
  - \_\_\_ \*Fire training certification.
  - \_\_\_ Other certification applicable to the fire service.

Last Name : \_\_\_\_\_ Given First: \_\_\_\_\_

Spouse/Significant other NAME: \_\_\_\_\_

Children (for pool access and Xmas gifts, etc.):

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

GMAIL account (required): \_\_\_\_\_

Physical Address: \_\_\_\_\_ (live within 10km of fire hall)

Mailing Address (PO BOX #): \_\_\_\_\_

Are you 18 years of age: YES NO Canadian/Immigrant Work Status: YES / NO

Alberta driver's license: YES NO CLASS: \_\_\_\_\_ DEMERITS: \_\_\_\_\_

Do you have a vehicle to respond with? YES NO

Do you have a criminal record? YES NO

If so, please elaborate: \_\_\_\_\_

How long have you resided in High Prairie? \_\_\_\_\_

Do you have any phobias (height, confined spaces, blood etc.): \_\_\_\_\_

Any medical conditions that may preclude you as a fire fighter: YES NO

If yes, explain: \_\_\_\_\_

I agree that I will participate in a basic, task specific physical fitness test: YES / NO

List any previous Volunteer experience: \_\_\_\_\_

Do you have any skill applicable to the Fire Service:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe hobbies outside of work:

\_\_\_\_\_  
\_\_\_\_\_



**Education:**

Completed High School: YES

Other Education/Trade Completed: \_\_\_\_\_

Possess Standard First Aid: YES NO Expiration: \_\_\_\_\_

Any other Certifications applicable to First Responders:

\_\_\_\_\_  
\_\_\_\_\_

**Employer Information:**

Are you presently employed: YES NO

Place of employment: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Will your employer allow you to respond to call during work hours? YES NO

As a volunteer Fire Department, it is critical that Fire Fighters be allowed to leave their work for major emergency calls. If possible, your support in allowing your Employee to attend major emergency incidents during working hours would be appreciated. The High Prairie Fire Department recognizes the job requirements of Employees and knows that our Volunteers are a credit to our community and the organizations they represent. There may be times when they are called out prior to working hours yet the event extends into working hours. If you have any concern, please call Fire Chief at 780 523 7733

Authorized Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

List two references other than relative or friends and their contact info.

1) \_\_\_\_\_ Phone # \_\_\_\_\_ e-mail: \_\_\_\_\_

2) \_\_\_\_\_ Phone # \_\_\_\_\_ e-mail: \_\_\_\_\_

If you are successful in the application process, you are encouraged to attend all Fire Department practices and meetings, held every Monday from approximately, 18:45h to 22:30h.

Minimum expectation is 2 practices per month.

Can you meet this requirement? YES NO

I do hereby declare that should I be successful in my application, I will comply and abide by the rules and regulations, standing orders, job duties, etc. Upon failure to comply with these rules, I understand that I may be subject to dismissal from the High Prairie Fire Department.

Signature: \_\_\_\_\_