



Volunteer / Paid On-Call Firefighter

2025 Recruitment Guide

Application Submission Deadline:

August 18, 2025

to

Human Resources:

HR@adjtos.ca

HR Fax: 705-434-4584

7855 Sideroad 30, Alliston, L9R 1V1

Forward

This Recruitment Guide has been developed as a resource for those individuals who have indicated an interest in becoming a member of a Volunteer Fire Department. Participation as a member of a volunteer fire service will bring personal rewards, satisfaction, raise self-esteem and give you a tremendous sense of accomplishment for a job well done and is a valuable way to participate in your community.

Making a commitment to serve as a Volunteer Firefighter is a serious decision. We ask that you take the time to read this Recruitment Guide and get the facts regarding what is involved in being a member of the Fire Department.

Candidates often underestimate the amount of time and effort required to be a successful firefighter.

This Recruitment Guide contains information on the organization of a Volunteer Fire Department, training, participation requirements, and the nature of the business, and answers the typical questions raised by prospective members. While this Guide will not answer all possible questions about membership, it will provide you with information about the most important areas. It should be kept as a resource as you proceed through the recruitment process.

Once you understand what is involved in being a member of a Volunteer Fire Department, we hope you will be able to make the commitment our community requires. The service provided by volunteer firefighters is truly valuable to the citizens of our municipality and we hope that you can contribute to the community's public safety.

Please read this Guide thoroughly so that you clearly understand the steps in the recruitment process.

Further information can be obtained by contacting the Fire Department at fire@adjtos.ca or Human Resources at HR@adjtos.ca or 705-434-5055.

The Fire Department and the Role of Volunteer Firefighters

Goals of the Fire Department

The goal of the Fire Department is to provide fire protection services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fires, sudden medical emergencies, or exposure to dangerous conditions created by human or nature: first to the municipality; second to those municipalities requiring assistance through authorized emergency fire service plan and program (mutual aid) activities; and third, to those parties that are provided with fire protection services by the Fire Department via authorized agreement.

The Nature of Our Business

Firefighting is one of the most diverse and challenging professions known today. It is this diversity that inspires most individuals to enter the service, both as volunteers and career Firefighters. Imagine having to train to prepare yourself to cope with situations which range from structure fires, childbirth, hazardous chemical spills, medical emergencies and almost any imaginable emergency situations in between. This diversity coupled with 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 potentially stressful and emotional circumstances, makes your contribution to the profession personally rewarding.

There are two basic purposes of the public fire service. First, to prevent fires or emergencies from occurring through fire prevention inspections, fire safety education, and Code enforcement programs. Second, we are here to prepare ourselves to control fires or emergencies should prevention not prevail. This is done through education, training, pre-incident planning, and more training.

This type of work is not for everyone. You need more than just a desire to help people. You also need courage, dedication, compassion, assertiveness, and a willingness to learn new skills and face new challenges.

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

Ultimately, our business is measured by the prevention and reduction of loss of life, pain, and suffering, and property damage in our municipality. We are here and prepared for one reason, which is to provide service to the residents and visitors of this municipality.

If you feel you have what it takes to meet the challenges of our business, we welcome you to apply.

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

JOB DESCRIPTION

POSITION TITLE: Volunteer Firefighter
DEPARTMENT: Fire Department
REPORTING TO: Volunteer Captains
SUPERVISES: DIRECTLY: None
INDIRECTLY: None

POSITION SUMMARY

Provides first response, fire suppression, rescue and specialized operations as required. This is manual work of a hazardous nature involving the fighting of fires, salvage, rescue work and first aid, generally under the direct supervision of Department Officers. Attends regular training and performs routine duties in the maintenance of the fire station, vehicles and equipment. Firefighters may be required to make decisions and work without supervision until an officer arrives at the scene.

KEY DUTIES & RESPONSIBILITIES

- Responds to, at minimum, 25% of emergency calls for fire, rescue, hazardous materials emergencies and other emergencies
- Performs fire ground operations within the Township's incident management system, so that lives are protected and property loss and damage to the environment is minimized:
 - Recognizes hazards to prevent injuries to patients or rescuers
 - Secures water supplies
 - Advances hose lines
 - Operates portable pumps
 - Performs search and rescue operations
 - Carries, positions, raises, and climbs ground ladders
 - Ventilates structures
 - Extinguishes vehicle, structural, and ground fires
 - Conducts salvage operations
 - Overhauls fire areas
- Performs rescue operations within the Township incident management system so that the patient is removed from an area of danger to an area of safety while preventing injury to rescuer/patient:
 - Performs vehicle extrication
 - Performs land-based water rescue
- Provides emergency patient care
- Responds to incidents as a first responder
- Performs Firefighter safety practices so that the safety of Firefighters is maintained according to applicable legislation, standards, and Fire Department Standard Operating Guidelines
- Assists with fire prevention and public education programs
- Maintains physical strength and agility to perform strenuous work and operate all firefighting/rescue apparatus and equipment, as well as safety equipment under adverse conditions, frequently, for prolonged periods of time
- Assists in cleaning and preparing firefighting equipment upon return to the station after an emergency call or a practice to in-service status
- Attends, at minimum, 50% of regular training sessions to practice procedures and to learn fire fighting and rescue methods
- Cleans and maintains areas of the fire station as scheduled
- Other duties as assigned by Fire Chief, Deputy Chief, or Senior Officer(s)

KNOWLEDGE, SKILLS & QUALIFICATIONS

- Must reside within 8km response of Station
- Be at least 18 years of age
- Be legally entitled to work in Canada
- Not have any criminal convictions for which a pardon has not been granted
- Possess a Secondary School Diploma or equivalent
- In the absence of a DZ Driver's Licence during the first 2 years of employment, must possess a valid Class G Driver's License
- Must have an acceptable driving record
- Possess or have access to own transportation
- Able to respond to emergency calls in a safe and expedient manner
- Must maintain a reasonable level of health and fitness
- Able to attend required training conducted on evenings and some weekends
- Able to maintain a high degree of trustworthiness, confidentiality; must exercise discretion and tact
- Possess good verbal and written communication skills
- Mental alertness, mechanical aptitude
- Basic computer skills and ability to access a device to use for completing online training and communicating by email with Fire Department
- Solid understanding of the principles of hydraulics, pneumatics, normally acquired through a combination of education and experience an asset
- Valid First Aid / CPR & AED certification an asset
- Experience in firefighting services preferred
- NFPA certifications or equivalent preferred
- Knowledge of municipality including demographics, major industries, hazardous occupancies an asset
- Related experience in nursing, EMS, mechanical trades preferred

PHYSICAL DEMANDS & WORKING CONDITIONS

- Monitors radio &/or cell phone communications at all hours and responds in all types of weather and less than ideal conditions during all times of the day or night. May involve the entering of hazardous atmospheres and areas of personal risk
- Requirement to report "fit for duty", both mentally and physically
- Must have the ability to endure mental and physical stress associated with emergency situations in difficult environments
- Must have the ability to go from a totally relaxed state, even sleeping, to a fully excited state when the alarm sounds
- Perform required tasks while wearing full personal protective equipment including self-contained breathing apparatus
- Withstanding strong vibrations over extended periods of time (ie riding in emergency vehicles, operating/holding heavy power tools in awkward positions, etc)
- Work quickly to extinguish fires in extreme heat and when visibility is poor/non-existent
- Experience physically demanding tasks during extreme fluctuations in temperature
- Lift, carry, extend and climb ladders to extreme heights, while maintaining balance and maneuvering in unwieldy positions
- Able to work in hazardous areas that are hot, wet, slippery, muddy, icy, dirty, cramped, etc
- Work on and around moving machinery, vehicles and equipment
- Exposed to emotional and confrontational situations
- Being aware of and protect 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

Recruitment Process & Important Dates

The recruitment selection process consists of 5 stages, each with important dates. These stages are designed in greater detail on the following pages:

Stage 1 – Recruitment Info Sessions	
Wednesday, July 23 @ 7:00 pm Station 1, 6234 County Rd 13, Everett	Monday, August 11 @ 7:00 pm Station 2, 2821 Regional Rd 50, Loretto
See page 6 for details	
Stage 2 – Application Submission	
Application Deadline: Monday, August 18	
Submit to Human Resources: [] ATFD Application Form, [] Resume and cover letter [] Any relevant training/certificates	
See page 6 for details	
Selected applicants will proceed to Stage 4	
Stage 3 – Firefighter Applicant Testing	
OFAI Firefighter Aptitude and Character Test (FACT) & Firefighter Physical Aptitude Test (FPAT) Testing Dates: July 29 or August 16 – contact OFAI if you require an alternate date Testing Location: GTAA Fire & Emergency Training Institute (FESTI), 2025 Courtneypark Dr, Mississauga Register for this testing at www.ofai.ca .	
See page 7 for details	
Stage 4 – Interview	
Tentatively August 19 - 29. Specific dates, times & locations to be confirmed	
See page 9 for details	
Selected candidates will receive a conditional offer for a tentative start date of October 4, 2025	
Stage 5 – Offer	
See page 9 for details	

Stage 1: Recruitment Information Sessions

Two Recruitment Information Sessions will be held for potential applicants. All applicants should make every effort to attend **one** of the sessions, as important details on the recruitment process are provided, including expectations of volunteers, training and testing information and dates.

Stage 2: Applications

Mandatory application information to be submitted to Human Resources by August 18:

- ☐ ATFD Volunteer Firefighter Application Form
- ☐ Resume and cover letter
- ☐ Other Desirable Skills/Knowledge: if you have any of the following, please provide supplemental information (including a copy where applicable)
 - ☐ First Aid & CPR certification/training
 - ☐ Fire Service experience &/or certification/training
 - ☐ Related experience (nursing, EMS, mechanical trades)

Applications, with above listed documentation, are to be submitted to Human Resources via:

- HR@adjtos.ca,
- HR fax: 705-434-4584, or
- Hand delivered: using sealed envelope marked “Human Resources” at municipal admin building: 7855 30th Sideroad, Alliston during business hours. Drop box outside front doors during non-business hours.

A review of submissions will be conducted, and selected applicants will be contacted for the opportunity to advance to Stage 4 - Interview of the selection process.

At any time during the recruitment process, a candidate may withdraw their application. A voluntary withdrawal must be made in writing to HR@adjtos.ca

Stage 3: Firefighter Applicant Testing

Applicant testing is completed through the Ontario Fire Administration Inc (OFAI) Candidate Testing Services to certify applicants on aptitudes and physical assessments for becoming a firefighter.

Applicants are responsible to register and attend the OFAI testing dates to complete the Stage 1/FACT and Stage 3/FPAT assessments. If you are unable to register for one of the dates, contact OFAI for assistance at info@ofai.ca or 905-426-6756. More testing dates may be scheduled due to demand and scheduling conflicts.

Active and certified career firefighters are exempt from OFAI testing.

Applicants with previous valid certificates for one or both Stage 1/FACT (2 years) and Stage 3/FPAT (1 year), can submit the valid certificate(s) and register for any remaining.

OFAI's *Firefighter Aptitude & Character Test (FACT)* is used for entry-level firefighter recruitment process and consists of a variety of sub-tests designed to measure critical modules required for successful job performance as a firefighter. Modules include reading and writing ability, mathematical reasoning, map reading, and personal characteristics.

Review the OFAI Pre-Assessment Guide for information on Stage 1/FACT.

<https://www.ofai.ca/wp-content/uploads/2024/12/OFAI-Stage-One-Pre-Assessment-Guide-2024-V.-3.pdf>

OFAI's *Firefighter Physical Aptitude Job-Related Tests (FPAT)* consist of 6 job-related tests that evaluate an individual's ability to complete the essential physical demands of structural firefighting. While wearing full personal protective equipment (PPE) that weighs approximately 50lbs, the individual must perform 6 sequential events: equipment carry/vehicle extrication, charged hose advance, weighted sled pull, forcible entry simulation, victim rescue, ladder climb.

Review the OFAI Pre-Assessment Guide for information on Stage 3/FPAT.

<https://www.ofai.ca/wp-content/uploads/2024/12/OFAI-Stage-Three-FPAT-and-FFTS-Pre-Assessment-Guide-2024-V.-3.pdf>

Testing Location: GTAA Fire & Emergency Training Institute (FESTI)
2025 Courtneypark Dr E, Mississauga

All fees associated with OFAI testing are the responsibility of the applicant.

Registration Instructions for OFAI Testing:

1. Create / Login to Account: <https://www.ofai.ca/register-login/>
2. Your paid receipt/confirmation is automatically emailed to you from the OFAI website
3. Select a date and register. ATFD has registered for a testing date on August 16 2025. If this date doesn't work for you, select an alternate date [Testing Calendar | Ontario Fire Administration Inc.](#) . Notify OFAI that you are doing the testing for Adjala-Tosorontio if selecting another date from the calendar.

Applicants are responsible for submitting OFAI certificates to Human Resources. OFAI will not be providing the Fire Department with completed tests/certificates.

Stage 4: Interview

Application submissions will be reviewed for completeness. Only selected candidates will be contacted to schedule an in-person interview. Interviews will be conducted by a panel of Fire Administration, Senior Officers, and Human Resources.

The selection of applicants is based on qualifications, and the ability to do the job as determined by the results of the recruitment process.

Stage 5: Position Offer

After the interviews are completed, successful candidates will be contacted by Human Resources with a conditional offer for a volunteer/paid on-call firefighter position.

These top applicants will be required to undergo a medical assessment to determine fitness for Firefighter position.

With the conditional offer, the candidate will also be in receipt of:

- ☐ ATFD Medical Assessment Form (and Job Description) for a licensed physician to complete
- ☐ ATFD Request Letter for Vulnerable Sector Check (if candidates are in possession of a Vulnerable Sector Check that is 3 months old or less, it may be accepted)

Tentative start date: Saturday, October 4 with commencement of the new recruit training program.

The following information/documentation is required to be submitted to Human Resources after the conditional offer has been made and BEFORE the applicant attends new recruit training.

Note: If the applicant is not able to provide the listed information as requested below by the deadlines provided, their conditional offer becomes revoked:

- ☐ Proof of valid Driver's Licence
- ☐ Satisfactory 3-Year Driver's Record <https://www.ontario.ca/page/get-driving-record>
- ☐ Satisfactory Vulnerable Sector Check <https://www.opp.ca/index.php?id=147&lng=en>
- ☐ Proof of primary/permanent residency
- ☐ Successful medical screening (using ATFD Medical Assessment Form)
- ☐ Valid OFAI testing certificates

All costs related to obtaining the required documentation, certificates and medical examinations shall be the sole responsibility of the applicant.

Upon verification of the required documentation, recruit candidates will be contacted.

Recruit Training Program & Probation Period

All volunteers entering the Fire Department will be required to complete a recruit training program, regardless of whether the individual may have prior training or experience.

Upon acceptance into the Volunteer Firefighter training program, new recruits are subject to an 18-month probation period. During their first 18 months, recruits must successfully complete the recruit training program and become certified in NFPA 1072 Hazardous Materials, NFPA 1001 Firefighter 1 & 2, and the Simcoe County Quality Care Program.

Training will include independent studies, in-person sessions, written tests, and practical assessments.

Commitment of October 2025 – June 2026 Recruit Training Program:

Mandatory 3+ hours weekly (Monday evenings) and occasional Saturdays (approx. 240 hours)
Training sites: Primarily at New Tecumseth Fire Stations (Alliston/Beeton/Tottenham)

Members unprepared or unable to meet training commitments and deadlines, &/or unable to successfully meet lesson and testing benchmarks will be withdrawn from the program.

Experienced municipal firefighters may be considered for a condensed recruit training program, probationary period, and wage progression.

Upon successful completion of recruit training program, graduates will receive a \$1,000 honorarium. Additionally, there is no cost to the recruit for the training program.

Training & Participation

Volunteers that have successfully completed the recruitment training are subject to completing an additional 12-month probationary period. They are required to attend their assigned Station weekly (Tuesday evenings) for: ongoing training; maintenance of equipment, trucks and the Station; meetings; pre-planning; public education; and other Fire Department functions. Training may also take place on weekends.

A minimum of 50% attendance rate is required at regular training nights by all volunteers.

Additional training is also offered as available throughout the year which includes but is not limited to first aid, pump operations, live fire, and specialized rescue operations. Firefighters are also encouraged to attend courses by external authorized providers.

With successful completion of 6-mth probationary period from completing recruit training program, volunteers may then begin responding to emergency calls, however, they must wear a **probationary designation** which identifies them as a member in training. They may assist fully qualified firefighters only when proper supervision is provided.

Probationary firefighters shall **not**: enter burning buildings, participate in activities requiring advanced training, or be subjected to hazardous environments.

Firefighters must attend a minimum of 25% of emergency calls.

The Fire Department is well equipped to respond to a variety of emergencies including structural and vehicle fires, motor vehicle collisions, and medical emergencies. In 2024, the Department responded to approximately 400 emergency calls Township-wide.

Volunteers failing to meet the attendance targets for training and emergency calls will be subject to disciplinary action up to and including removal from the Fire Department.

The Fire Department employs a full-time Fire Chief, Deputy Fire Chief/Training Officer, & Fire Administrative Assistant. And with full complement, 60 volunteer/paid on-call firefighters. The Township of Adjala-Tosorontio relies on a complement of dedicated and fully trained volunteer firefighters to provide fire protection services. We depend on the availability of an adequate number of volunteer firefighters at any time of the day to respond to emergencies.

Firefighter Remuneration

Firefighters are paid an hourly rate for attendance to training, emergency responses, scheduled public events and other duties as approved.

Pay is based on the following classification rates:

Classification	2025 Hourly Pay Rate
Recruits/Probationary FF	\$18.50 (75% of 1 st Class Rate)
3 rd Class FF	\$19.74 (80%)
2 nd Class FF	\$22.20 (90%)
1 st Class FF	\$24.67 (100%)

Members are provided with Workplace Safety & Insurance Board (WSIB) coverage for sustained injuries/illness during authorized activities. All members are also covered by VFIS for on-duty life and AD&D insurance. Additional off-duty insurance coverage may be purchased by members.

All members are provided with a radio and charger, full protective equipment, and station gear. Dress uniform provided following completion of probationary period.

Questions?

Questions can be directed to the following from Monday to Friday, 8:30 am to 4:30 pm:

Fire Department: 705-434-5055 x 255
fire@adjtos.ca

Human Resources: 705-434-5055 x 249
HR@adjtos.ca