

# The Corporation of the Township of Adjala- Tosorontio



## 2022 Volunteer Firefighter Recruitment Information Guide

**Application Deadline:  
November 4, 2022 at 12:00pm**

Submit to:  
Debra Balfour  
Emergency Services Assistant  
[dbalfour@adjtos.ca](mailto:dbalfour@adjtos.ca)  
705-434-5055 ext. 229

## INTRODUCTION

Becoming a Volunteer Firefighter with the Township of Adjala-Tosorontio is a challenging but very rewarding endeavor.

- **Comprehensive Training**

One of the most significant benefits to becoming a Volunteer Firefighter is the amount of training individuals receive – DZ Licence, NFPA 1001 Firefighter I & II, First Aid/CPR, NFPA 1035 Public Fire and Life Safety Educator and auto extrication to name a few. There is no cost to our volunteers for any training and these courses allow progression through the various operations, ranks and roles.

The training our volunteers receive extends beyond firefighting – the skills and experience gained can be leveraged in any career. In addition, training and working with other like-minded individuals in a team-orientated environment not only fosters friendships and camaraderie, but it also allows individuals to create professional networks.

- **Community Service**

Volunteer Firefighters serve our community and help our residents in times of need. This service is not simply limited to fire suppression, rescues and medical assistance but extends to community events too. Fire and life safety awareness, education and prevention, and charity fundraising are just a few activities in which volunteer firefighters participate in.

- **Honorarium**

In recognition of the commitment, time and effort made to assist their community our Volunteer Firefighters receive an hourly rate on a graduated system.

More information about our Volunteer Firefighter position and the Township's recruitment program may be found in the following pages.

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## **FORWARD**

This guidebook has been developed as a resource for those who have indicated an interest in becoming a volunteer firefighter with the Adjala-Tosorontio Fire Department. We urge you to read this information carefully so that you are fully prepared for each step.

The Township of Adjala-Tosorontio is an Equal Opportunity Employer. Accommodations will be provided upon request in accordance with the *Accessibility for Ontarians with Disabilities Act (AODA)*.

Participation as a 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 the community with a valuable service that has a potential to touch us all.

Service as a member in our fire department requires a serious commitment. Your decision to join should not be made quickly. The recruitment guidebook has been developed to provide this information needed to help you make that decision.

This guidebook contains information on the organization of the Fire Department, training, participation requirements, the nature of our business, and answers to typical questions raised by prospective members. While this booklet will not answer all questions about being a member, it will provide you with the information about the most important areas.

## **The Nature of Our Business**

Firefighting is one of the most diverse and challenging professions known today. It is the diversity that inspires most individuals to enter the service, both as volunteer and career firefighters. Imagine having to train and prepare yourself to cope with situations which range from structure fires, hazardous materials incidents, medical emergencies, motor vehicle collisions and almost any imaginable emergency 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 very personally rewarding.

There are two basic purposes in the delivery of fire protection services. First, to prevent fires or emergencies from occurring through fire safety education, fire prevention 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, more training, use of state-of-the-art equipment and even more training.

This type of work is not for everyone. You require 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 Fire Service is not for the timid or for those who lose control of their emotions during times of crises. Our service is one which calls on its members to perform hot, sweaty, dirty, strenuous work, often in uncertain and hazardous environments.

The personal rewards and satisfaction received from being involved in a volunteer Fire Departments are often beyond descriptions. There is a sense of accomplishment after controlling a structure fire, compassion for accident victims, and fulfillment in teaching fire life safety. The list could go on and on.

The bottom line is 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 resident and visitor of this municipality.

If you feel you have what it takes to meeting the challenges of our businesses, we welcome and encourage you to apply.

We would like to acknowledge the effort every applicant puts forth into the pursuit of being a firefighter and their desire to assist in the protections of their community. Should you have additional questions, please do not hesitate to contact Adjala-Tosorontio Fire Department. Contact information is located on the front page of this guide.

## **Township Overview**

The Township of Adjala-Tosorontio was formed by the amalgamation of the Townships of Adjala and Tosorontio in 1994. The Township of Adjala-Tosorontio has a population of approximately 11,000 people and covers an area of 372 square kilometers.

## **Fire Department Overview**

The Fire Department is comprised of One (1) Fire Chief, One (1) Emergency Services Assistant, Two (2) District Chiefs, Two (2) Assistant District Chiefs, Six (6) Captains, Six (6) Lieutenants, One (1) Fire Prevention Officer, Two (2) Public Education Officers and 60 Volunteer Firefighters (at full complement).

The department responds to approximately 350 calls for service per year. The municipal fire service is divided into two (2) Fire Districts operating from two (2) fire stations in Everett and Loretto. The municipality also has fire protection agreements in place with several surrounding municipalities including participation in the Simcoe County Mutual Aid Plan.

The following equipment is assigned throughout the municipality to provide fire protection services:

- 2 - Rescue/Pumpers
- 2 - Pumpers
- 2 - Tankers
- 2 - Mini Rescue Units
- 1 - Brush Truck
- 1 - Command Vehicle
- 2 - Utility Vehicle
- 1 - All Terrain Vehicle

## **POSITION INFORMATION**

### **Summary**

Working as part of a team, under the direction of the Fire & Emergency Services Department, providing first response, fire suppression, rescue and specialized operations as required.

This is a skilled position entailing firefighting, rescue and other related emergency services. It requires active and frequent participation in programs for the prevention of fires and the saving of life and property.

A Volunteer Firefighter is responsible for rapidly, efficiently, and safely performing various duties under emergency conditions frequently involving considerable hazard. The work included routine duties in the maintenance of firefighting apparatus, equipment, and fire department facilities.

While specific order and directions are received from an officer in the normal course of maintenance duties and firefighting, considerable independence of judgement and action is allowed in circumstance of extreme urgency where referral to a superior for instruction is not possible.

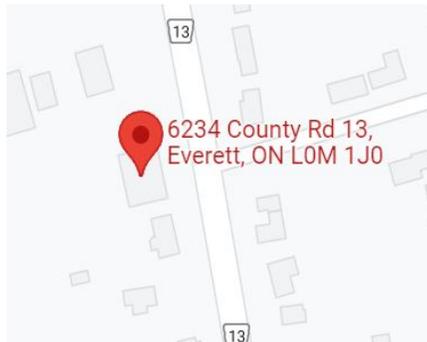
A periodic review of the work is carried out by an officer in order to maintain and improve the efficiency of the Fire Department as a whole and to remain focused and in line with goals requested by the Fire Chief or designate.

## Volunteer Fire Stations

Volunteer Firefighters operate out of two stations:

- Station 1 – 6234 County Road 13, Everett
- Station 2 – 2821 County Road 50, Loretto

## Basic Volunteer Fire Station Catchment Area



## Responsibilities

- Responds to emergency calls, lays and connects hose, holds nozzles and directs streams, raises and climbs ladders, uses extinguishers and other equipment so that lives are protected and property loss and damage to the environment is minimized
- Provides rescue in various forms and first responder awareness level actions at hazmat calls
- Removes persons from danger and administers first aid to injured persons
- Ventilates buildings to release heat, smoke and gases and places salvage covers to prevent water damage
- Attends training sessions and emergency calls as required
- Operates fire apparatus as required by *Ontario Highway Traffic Act*, Township's Fire Department Standard Operating Guidelines and within the vehicle's design
- Performs varied inspection and maintenance tasks on apparatus, equipment and facilities
- Assists with fire prevention and public education programs as directed
- Participates in fire safety inspections as coordinated by the Fire Chief and refers fire infractions / violations to ensure the premises meets acceptable safety standards
- Ensures required information is transmitted or received through the communications systems
- Develops pre-incident plans as coordinated by Captains so ensure pertinent information is available to fire suppression personnel for determining initial response and establishing incident management requirements
- Performs administrative duties as required

- Adheres to all Standard Operating Guidelines, directives, and department policies to enhance personal safety and complies with the requirements of the *Occupational Health & Safety Act and Regulations*

## QUALIFICATIONS

### Mandatory Qualifications

- Employment or residence within the municipality or reasonable response time to designated fire station
- Obtain consent from a physician after a physical examination stating fitness for firefighting as requested by Fire Chief or designate
- Be at least 18 years of age
- Be legally entitled to work in Canada
- Possess a high school diploma or equivalent
- Possess a valid Ontario Class “G” Driver’s Licence and willing to obtain a Class “DZ” Licence
- Must have an acceptable driving record (submission of a 3-year, uncertified driver’s abstract that is less than 6 months old is required) Driver’s Abstract is available online <https://www.ontario.ca/page/get-driving-record>
- Possess or have access to own transportation
- Not have any criminal convictions for which a pardon has not been granted
- Able to respond to emergency calls in a safe and expedient manner
- Able to engage in work activities that are physical in nature
- Able to maintain attendance levels (emergency response and training sessions) in accordance with department requirements
- Successfully complete all required training programs and demonstrate proficiency in all required activities
- Able to maintain a high degree of trustworthiness, confidentiality; must exercise discretion and tact
- Possess good verbal and written communication skills
- Ability to react quickly and remain calm under duress and strain
- Be customer service focused and team oriented
- Able to make decisions and work without supervision until a Captain arrives at scene

### Asset Qualifications

The following qualifications would be considered an asset but are not limited to:

- Valid First Aid / CPR & AED certification
- Valid Class “DZ” Driver’s Licence
- Experience in firefighting principles, practices and equipment
- Post-secondary Fire Services &/or Medical Education
- NFPA Certified Firefighter or grandfathered
- Knowledge of the municipality, including demographics, major industries, hazardous occupancies

## Message about Townships COVID Vaccination Policy

The Township of Adjala-Tosorontio has a COVID Vaccination Policy; however, that policy is currently paused. If pandemic circumstance and public health changes warrant it, this policy may be re-instated. In the interim, individuals are encouraged to follow all public health guidelines, monitor and self-screen for symptoms, use precautions including proper handwashing and sanitizing, and practice respiratory etiquette. In addition, individuals are encouraged to get their full vaccinations and booster shots against COVID-19 as advised by public health authorities. (For more information, please visit <https://www.simcoemuskokahahealth.org/>)

## PERFORMANCE EXPECTATIONS

### Standard

Volunteer Firefighters must perform their duties in an uncontrolled environment under emergency conditions. The job involves the rapid change from inactivity to sudden strenuous activity under physically and psychologically stressful conditions.

With these factors in mind, candidates must be in the required physical and mental health and have no conditions which could interfere with their ability to perform the required duties safely.

The successful candidate(s) will be expected to be a team player who understands the need to follow orders, procedures, guidelines, etc. in a cooperative and safe manner.

Successful candidates will always present themselves in a professional manner and be fully conscious of the public's expectations of a volunteer Firefighter.

### Attendance

It is vital that successful candidates be aware that regular attendance at Training and at emergency calls is critical to the safe and successful operations of the Fire Department.

Successful candidates must be prepared for and committed to meeting the attendance requirements. The following constitutes regular attendance:

- 50% of weekly training; and
- 30% of participation rate in all emergency responses for the fire station to which they are assigned.

**Individuals unable to regularly meet these training and emergency response benchmarks will be removed as a Volunteer Firefighter.**

## RECRUITMENT AND SELECTION PROCESS

### Recruitment Timetable and Important Dates

The selection process will consist of the following components.

- Stage 1:** Recruitment Information Sessions
- Stage 2:** Application Submission and Review
- Stage 3:** Interview
- Stage 4:** Job Specific Physical Testing
- Stage 5:** Selection
- Stage 6:** Medical Examination
- Stage 7:** Acceptance

<b>STAGE</b>	<b>DESCRIPTION</b>	<b>DATE(S)</b>
<b>1</b>	<i>Recruitment Information Sessions (Optional but recommended)</i>	<b>October 24, 2022, at 7pm at Station 2</b> <ul style="list-style-type: none"> <li>2821 County Road 50, Loretto</li> </ul> <b>October 26, 2022, at 7pm at Station 1</b> <ul style="list-style-type: none"> <li>6234 County Road 13, Everett</li> </ul> <b>Registration is required to attend:</b> email <a href="mailto:dbalfour@adjitos.ca">dbalfour@adjitos.ca</a> by October 21, 2022
<b>2</b>	<i>Application Submission and Review (CLOSING DATE)</i>	<b>November 4, 2022, at 12:00pm</b> <i>Selected applicants will proceed to Stage 3</i>
<b>3</b>	<i>Interview</i>	<i>Interview will be conducted between <b>November 7<sup>th</sup> &amp; 16<sup>th</sup>, 2022</b></i> <i>Specific dates, times, and location to be confirmed.</i> <i>Selected applicants will proceed to Stage 4</i>
<b>4</b>	<i>Job Specific Physical Testing</i>	<b>November 29<sup>th</sup> at 7pm at Station 2</b> <ul style="list-style-type: none"> <li>2821 County Road 50, Loretto</li> </ul> <i>Selected applicants will proceed to Stage 5</i>
<b>5</b>	<i>Selection</i>	<b>December 2<sup>nd</sup>, 2022</b> <i>Conditional offer letter presented to applicant</i>
<b>6</b>	<i>Medical Examination</i>	<b>December 3<sup>rd</sup> to 15<sup>th</sup>, 2022</b> <i>Page 22 to Physician for completion</i>
<b>7</b>	<i>Acceptance</i>	<b>December 16<sup>th</sup>, 2022</b> <i>Return Physician Consent form – offer letter signed off by Fire Chief or Designate</i>

## Stage 1: Recruitment Information Sessions

It is strongly recommended potential candidates attend one of the Recruitment Information Sessions. To attend, registration is required. Registration details are on page 9.

### Session One

Date: October 24, 2022  
Time: 7:00pm – 8:30pm  
Location: Station 2 (2821 County Road 50. Loretto)  
RSVP: [dbalfour@aditos.ca](mailto:dbalfour@aditos.ca) by October 21, 2022

### Session Two

Date: October 26, 2022  
Time: 7:00pm – 8:30pm  
Location: Station 1 (6234 County Road 13, Everett)  
RSVP: [dbalfour@aditos.ca](mailto:dbalfour@aditos.ca) by October 21, 2022

Recruitment information sessions will take place at the fire stations within the Municipality. Refer to the information above for the date and times to attend the one closest to your residence.

## Stage 2: Application Review and Submission

### Application Due Date

November 4<sup>th</sup>, 2022 at 12:00pm – applications will not be accepted after this deadline.

### How to Apply

To apply for the Volunteer Firefighter position, the following four documents must be submitted by the due date:

**1. Completed Application Form**

The Application Form may be found on the Townships website under job postings ([www.township.ca/jobs](http://www.township.ca/jobs)) or through emailing [dbalfour@aditos.ca](mailto:dbalfour@aditos.ca) during the recruitment phase.

**2. Current Driver's Abstract**

A three-year, uncertified driver's abstract may be obtained through Service Ontario at one of their offices or via their website (<https://ontario.ca/page/order-drivers-record>). Candidates are responsible for this expense.

**3. Photocopy of valid Ontario Driver's Licence**

The address shown on the licence must be where candidate currently resides.

**4. Completed Vulnerable Sector Check**

A Vulnerable Sector Check request form is included in the Appendix section of this application and must be included with your request for the Vulnerable Sector Check to the Ontario Provincial Police. <https://www.opp.ca/index.php?id=147&lng=en>

Candidates are welcome to include a resume and copies of any related certifications (i.e. fire and/or medical) with their application.

Application Packages, with the required documentation, are to be submitted by:

- Emailing [dbalfour@adjtos.ca](mailto:dbalfour@adjtos.ca)
- If you are unable to submit the Application Package online, please contact Debra Balfour, Emergency Services Assistant at 705-434-5055 ext. 229 to book an appointment to review your completed documentation

All applications will be held in strict confidence. Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and will only be used to determine suitability for this position.

*PLEASE NOTE – only those candidates advancing to Stage 3 Interview will be contacted by phone.*

### Stage 3: Interview

The selection for interview will be based on the Application and the following departmental priorities:

1. D Licence with Z air brake endorsement (a requirement to complete probationary period)
2. Previous firefighting experience
3. Education related to firefighting
4. Construction or building experience
5. Experience operating heavy equipment or driving commercial vehicles
6. Ability to respond during business hours (daytime availability is an asset)

If selected for an interview, you will be contacted by telephone to book an interview by a panel consisting of Fire Department and Human Resources personnel.

*PLEASE NOTE – only those candidates advancing to Stage 4 Interview will be contacted by phone*

### Stage 4: Job Specific Physical Testing

**\*\*\*The Fire Department Consent and Release Form must be submitted with your application. Candidates are not able to complete physical testing without this release on file\*\*\***

The tasks you are requested to perform in the realistic job preview are designed to reflect job related tasks required in the performance of firefighting duties.

The purpose of the analysis is two-fold; to provide you with a realistic idea of some incident tasks you will be expected to perform and provide the fire department with a base of skills and your abilities.

Tasks Include:

- Claustrophobia Test- simulated search & rescue
- Hoist & Lower Equipment
- Advance a Charged Hose Line
- Ladder Climb; Uncouple & Couple a Hose Connection
- Lift & Carry a Hose Load
- Forcible Entry Drill

*PLEASE NOTE – only those candidates advancing to Stage 5 Selection will be contacted by phone*

## Stage 5: Selection

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

*PLEASE NOTE: Selected applicants will be contacted by phone and will be given a conditional offer and proceed to Stage 6 Medical Examination*

## Stage 6: Medical Examination

**\*\*\*You are required to take the Medical Examination Consent Form pre-screening forms along with the Volunteer Firefighter Job Description to have it completed by a medical physician.\*\*\***

Upon receipt of your conditional offer, a medical physician shall complete the Physicians Consent Forms.

*PLEASE NOTE: Selected applicants will proceed to Stage 7 upon receiving Medical Clearance*

## Stage 7: Acceptance

The Volunteer Firefighters Recruit Training Program start date will be announced to the successful candidates. Expected start date is mid to late January 2023.

The successful applicants will be contacted with an offer to participate in the Recruit Training Program in preparation for commencing duties as a Probationary Volunteer Firefighter.

Upon verbal acceptance, written confirmation will be forwarded providing a start date. The applicant will be required to sign and return the confirmation letter prior to participating in the Recruit Training Program.

**Please Note** – *Once hired, the Town reserves the right to review participation, as a volunteer Firefighter should the place of employment or residence change or availability to respond to calls and attend training diminishes.*

## PROBATION PERIOD AND RECRUIT TRAINING PROGRAM

Upon acceptance into the Volunteer Firefighter Recruit Training Program, new recruits are subject to a one-year probation period.

During their first twelve months, Volunteer Firefighters recruits are required to complete a training and certification program that meeting the requirement for NFPA 1001 Firefighter I & II including NFPA 1072 Hazardous Materials. This program is conducted in-house.

Commitments of training hours are roughly as follows:

- 1-2 hours weekly on-line
- 3+ hours weekly practical training; and
- 1-2 Saturdays per month

Volunteer Firefighters attend their assigned station weekly for ongoing firefighter training; maintenance of equipment, apparatus and the station; meetings; pre-incident planning; public education; and other fire department functions. Station training may also take place on weekends.

## WITHDRAWAL OF APPLICATION

At any time during the recruitment process, a candidate may withdraw their application. A voluntary withdrawal from the recruitment process must be made in writing to [dbalfour@adjtos.ca](mailto:dbalfour@adjtos.ca)

## QUESTIONS

Questions may be directed to Debra Balfour, Emergency Services Assistant, Monday to Friday 08:30am to 4:30pm:

Phone: 705 434-5051 ext. 229

Email: [dbalfour@adjtos.ca](mailto:dbalfour@adjtos.ca)

## APPENDIX A – APPLICATION PACKAGE

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The Township of Adjala-Tosorontio would like to acknowledge the dedication and effort required in the pursuit of becoming a Volunteer Firefighter and your desire to serve your community



# 2022 Volunteer Firefighter Application Package (Appendix A)

**Application Deadline:**

**November 4, 2022 at 12:00pm**



### Recruit Application Documentation Checklist

Please complete all documents and return to Debra Balfour, Emergency Services Assistant, via email [dbalfour@adjtos.ca](mailto:dbalfour@adjtos.ca) or call Debra at 705-434-5055 ext. 229 to book an appointment to review your completed documents.

- Completed Application Form
- Vulnerable Sector Check cleared by Ontario Provincial Police. This check is only available online through the OPP Website and must be submitted with your application
- Two pieces of Original Photo Identification required when attending the OPP (Passport, Birth Certificate, Driver's Licence)
- Must possess a valid Ontario driver's licence. (Class D with Z endorsement to be obtained within 18 months of hire)
- Must provide a current driver abstract available online;
- Must be medically fit to perform the duties of a Firefighter and provide a signed Medical Consent Form from an Ontario medical doctor that states you are physically fit for the position. In addition, you must sign a Physical Release Form. Medical Forms are included in this package.

### **Candidate Acknowledgement**

I have reviewed the 2022 Volunteer Firefighters Recruitment Information Guide and understand my duties and responsibilities.

**Employee Name (Print)** \_\_\_\_\_

**Date** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_

# ADJALA-TOSORONTIO FIRE DEPARTMENT



## VOLUNTEER FIREFIGHTER

### 2022 APPLICATION PACKAGE

**Completed Application Package MUST be received by November 4, 2022 at 12:00pm**

Application Packages, with the required documentation, are to be submitted by:

- Emailing [dbalfour@aditos.ca](mailto:dbalfour@aditos.ca)
- If you are unable to submit the Application Package online, please contact Debra Balfour, Emergency Services Assistant at 705-434-5055 ext. 229 to book an appointment to review your completed documentation

Information on this form is not intended to be in contravention of the principles or intent underlying the Human Rights Code and will not be used as the basis of discriminatory treatment. All pages must be completed in full.

You are required to attach your Resume, Signed Candidate Acknowledgement Form, Fire Fighter Physical Release Form along with your completed Driver's Abstract.

### PERSONAL INFORMATION

Surname:	Given Name:	Home #:	Cell #:
Email Address:			

### ADDRESS

Street		Apt #
City	Province	Postal Code
Are you legally entitled to work in Canada? YES <input type="checkbox"/> NO <input type="checkbox"/>	Have you ever been convicted of a criminal offence for which a pardon has not been granted? YES <input type="checkbox"/> NO <input type="checkbox"/>	

I live within one of the catchment areas indicated on the map and can drive to the station in less than 8 minutes from the time I leave my place of residence.

**I live within 8 (eight) km of the:**

**Everett Fire Station:**       **Loretto Fire Station:**

Availability for Response to Emergency Incidents (alarms)
<p>I am available to respond to alarms:</p> <p><b>Weekdays</b>            Often <input type="checkbox"/>    Sometimes <input type="checkbox"/>    Never <input type="checkbox"/></p> <p><b>Weeknights:</b>            Often <input type="checkbox"/>    Sometimes <input type="checkbox"/>    Never <input type="checkbox"/></p> <p><b>Weekends:</b>            Often <input type="checkbox"/>    Sometimes <input type="checkbox"/>    Never <input type="checkbox"/></p> <p><b>Will you be able to respond from your full-time employment?</b>            Often <input type="checkbox"/>    Sometimes <input type="checkbox"/>    Never <input type="checkbox"/></p>

**DRIVING EXPERIENCE**

Valid Ontario Driver's Licence: YES <input type="checkbox"/> NO <input type="checkbox"/>	Driver Class: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> DZ <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> Z <input type="checkbox"/> Other
Have you had any experience or driving heavy vehicles? YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, please explain:
Have you any special driving skills? YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, please explain:

**EDUCATIONAL EXPERIENCE** (Post-Secondary, College University or other)

NAME OF INSTITUTION	SUBJECT	DATE (year)

**OTHER EXPERIENCE**

Volunteer Work: YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, please explain:	# Of years/months
Previous Firefighting Experience? YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, please explain:	# Of years/months

Additional comments on related work experience:

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**EMPLOYMENT EXPERIENCE**

Name of Employer (present):	Address:	Telephone #:
Position Held	Start Date: (mm/dd/yyyy)	End Date: (mm/dd/yyyy)

Name of Employer:	Address:	Telephone #:
Position Held	Start Date: (mm/dd/yyyy)	End Date: (mm/dd/yyyy)

Name of Employer:	Address:	Telephone #:
Position Held	Start Date: (mm/dd/yyyy)	End Date: (mm/dd/yyyy)



## RELATED SKILLS

Please complete this section even if resume is attached. Please check the level or skill appropriate:

1. Some familiarity and competence
2. Advanced amateur or post-secondary courses.
3. Certificate or professional experiences

SKILL		LEVEL		
		1	2	3
<input type="checkbox"/>	Automotive Mechanic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lineman (Hydro)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Electrical Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Electronic Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radio Communications Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Rescue Procedures (Canadian Red Cross or St. Johns Ambulance etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Firefighting Practices and Terminology (Ontario Fire College or Community College etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Pumps, Valves, Sprinkler Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Building Trades or Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Read Blueprints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Athletic or Sports Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	SCUDA Diving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ice/Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Confined Space Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	High Angle Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Urban Search and Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Hazardous Material Response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	WHMIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Occupational Health & Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Coaching/Teaching/Facilitation Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Township of Adjala-Tosorontio  
Office of the Fire Chief

September 26, 2022

**Private & Confidential**

Delivered via email to Ontario Provincial Police

To Ontario Provincial Police:

**Re: Request for Vulnerable Sector Check**

This letter is to request a Vulnerable Sector Check be completed for (Applicant Name) \_\_\_\_\_, D.O.B \_\_\_\_\_, who is applying for a VOLUNTEER FIREFIGHTER position with the Adjala-Tosorontio Fire Department.

Should you have any questions or requires anything further please to not hesitate to contact Chief Darryl Bailey or designate Debra Balfour at 705 434-5055 ext. 229

Thank you for your assistance.

Yours truly,

Darryl Bailey  
Fire Chief  
Township of Adjala-Tosorontio Fire Department

X \_\_\_\_\_

Applicant Signature

FIRE DEPARTMENT, 7855 Sideroad 30, Alliston, ON L9R 1V1  
P.: 705-434-5055 | F.: 705-434-5051



## Fire Department Consent and Release Form Firefighter Job Physical Testing

I, THE UNDERSIGNED, DO HEREBY ACKNOWLEDGE:

My consent to perform a fire fighter physical aptitude test consisting of:

1. Ladder climb test
2. Confined space test
3. Hose carry/stair climb
4. Hose raise
5. Mannequin drag
6. Simulated forcible entry
7. Run/walk
8. Hose drag

My obligation to immediately inform the appraiser of any pain, discomfort, fatigue, or any other symptoms that I may suffer during and immediately following the testing.

My understanding that I may stop the testing if I so desire and that the testing may be terminated by the appraiser upon observation of any symptoms of distress or abnormal fatigue.

That I have no knowledge of any physical health problem that may be prohibit my participation in the testing process.

That I hereby release the Adjala-Tosorontio Fire Department, its agents, officers and employees from any liability with respect to any damage or injury (including death) that I may suffer during the administration of the fire fighter physical aptitude test except where the damage or injury is caused by the negligence of the Adjala-Tosorontio Fire Department or its agents, officers and employees acting within the scope of their duties.

That I am not performing these tests as part of my duties as a part-time fire fighter with the Adjala-Tosorontio Fire Department and therefore I am not entitled to benefits under the Workers Compensation Act.

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

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

Witness: \_\_\_\_\_ Date: \_\_\_\_\_



Township of Adjala-Tosorontio  
Office of the Fire Chief

## **MEDICAL EXAMINATION CONSENT FORM**

Upon acceptance of the conditional offer this form shall be completed by a medical physician. Failure in having a medical doctor's consent to proceed with employment will result in disqualification from the recruitment process. This form will also serve as medical clearance to perform the regular duties of a firefighter including use of a SCBA and N-95 masks. All forms are included in the package.

### **Job Tasks**

Below is a list of essential job tasks for an ATFD Firefighter. As the attending physician, please review the tasks listed and evaluate the ability of our employee to perform these duties. If you have any questions, please call (705) 434-5055 ext. 234.

The check boxes below are to be filled out by your Physician as a condition of offered employment as well as anytime in the future when you have been unable to work for a period greater than 24 hours due to an injury or medical condition.

- Performing fire-fighting tasks (crawling and lifting and carrying heavy objects) and rescue operations
- Climbing four or more flights of stairs while wearing fire-protective ensemble weighing at least 50 pounds (22.6 kg) or more, and carrying equipment/tools weighing an additional 20-40 pounds (9-18 kg)
- Wearing fire-protective ensemble that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration, and can elevate core temperature to levels exceeding 102.2°F (39°C)
- Searching, finding, and rescue-dragging or carrying victims as a member of a team, ranging from newborn to adult, weighing over 200 pounds (90 kg) to safety, despite hazardous conditions and low visibility
- Climbing ladders up to 40' (12m)
- Unpredictable emergency work for prolonged periods of extreme physical exertion, without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration while wearing a full face-piece respirator (Self Contained Breathing Apparatus)
- Driving a fire apparatus or other vehicles in an emergency mode with emergency lights and sirens

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

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

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

FIRE DEPARTMENT, 7855 Sideroad 30, Alliston, ON L9R 1V1  
P.: 705-434-5055 | F.: 705-434-5051



## JOB DESCRIPTION

**POSITION TITLE:** Volunteer Firefighter

**DEPARTMENT:** Fire & Emergency Services      **DIVISION:** Suppression

**REPORTS TO:** Volunteer Captains

**SUPERVISES:** DIRECTLY: # of F/T: None      # Of P/T or Seasonal: none  
INDIRECTLY: # of F/T: None      # Of P/T or Seasonal: none

**DATE REVISED** 22-09-21      Previous version: 20-09-01

### POSITION SUMMARY

Working as part of a team, under the direction of the Fire & Emergency Services Department, providing first response, fire suppression, rescue and specialized operations as required.

### DUTIES & RESPONSIBILITIES

- Responds to emergency calls, lays and connects hose, holds nozzles and directs streams, raises and climbs ladders, uses extinguishers and other equipment so that lives are protected and property loss and damage to the environment is minimized
- Provides rescue in various forms and first responder awareness level actions at hazmat calls
- Removes persons from danger and administers first aid to injured persons
- Ventilates buildings to release heat, smoke and gases and places salvage covers to prevent water damage
- Attends training sessions and emergency calls as required
- Operates fire apparatus as required by *Ontario Highway Traffic Act*, Township's Fire Department Standard Operating Guidelines and within the vehicle's design
- Performs varied inspection and maintenance tasks on apparatus, equipment and facilities
- Assists with fire prevention and public education programs as directed
- Participates in fire safety inspections as coordinated by the Fire Chief and refers fire infractions / violations to ensure the premises meets acceptable safety standards
- Ensures required information is transmitted or received through the communications systems
- Develops pre-incident plans as coordinated by Deputy Fire Chief so ensure pertinent information is available to fire suppression personnel for determining initial response and establishing incident management requirements
- Performs administrative duties as required
- Adheres to all Standard Operating Guidelines, directives, and department policies to enhance personal safety and complies with the requirements of the *Occupational Health & Safety Act and Regulations*

## **MANDATORY QUALIFICATIONS**

- Employment or residence within the municipality or reasonable response time to designated fire station
- Obtain consent from a physician after a physical examination stating fitness for firefighting as requested by Fire Chief or designate
- Be at least 18 years of age
- Be legally entitled to work in Canada
- Possess a high school diploma or equivalent
- Possess a valid Ontario Class “G” Driver’s Licence and willing to obtain a Class “DZ” Licence
- Must have an acceptable driving record (submission of a 3-year, uncertified driver’s abstract that is less than 6 months old is required)
- Possess or have access to own transportation
- Not have any criminal convictions for which a pardon has not been granted
- Able to respond to emergency calls in a safe and expedient manner
- Able to engage in work activities that are physical in nature
- Able to maintain attendance levels (emergency response and training sessions) in accordance with department requirements
- Successfully complete all required training programs and demonstrate proficiency in all required activities
- Able to maintain a high degree of trustworthiness, confidentiality; must exercise discretion and tact
- Possess good verbal and written communication skills
- Ability to react quickly and remain calm under duress and strain
- Be customer service focused and team oriented
- Able to make decisions and work without supervision until a Captain arrives at scene

## **ASSET QUALIFICATIONS**

The following qualifications would be considered an asset but are not limited to:

- Valid First Aid / CPR & AED certification
- Valid Class “DZ” Driver’s Licence
- Experience in firefighting principles, practices and equipment
- Post-secondary Fire Services &/or Medical education
- NFPA Certified Firefighter or grandfathered
- Knowledge of the municipality, including demographics, major industries, hazardous occupancies

## **PHYSICAL & COGNITIVE DEMANDS AND WORKING CONDITIONS**

- Report “fit for duty”, both mentally and physically
- Ability to endure mental and physical stress associated with emergency situations in difficult environments
- Ability to meet minimum physical demands required of this position
- 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 PPE including self-contained breathing apparatus
- Withstanding strong vibrations over extended periods of time (i.e. 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 machinery, vehicles, and equipment
- Exposed to emotional and confrontational situations
- Work on all types of weather during all times of the day or night
- 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