

MISSISSIPPI MILLS FIRE DEPARTMENT

VOLUNTEER FIREFIGHTER RECRUITMENT PACKAGE



478 Almonte Street, Almonte, ON, K0A 1A0
Office: 613-256-2064 option 7

www.mississippimills.ca/fire



VOLUNTEER FIREFIGHTER RECRUITMENT PACKAGE

Dear Potential Volunteer Firefighter Candidate,

On behalf of Mississippi Mills, we thank you for taking the time to consider a volunteer position with our department. This package has been produced to inform you of the position requirements and your role as a potential candidate in our volunteer firefighter recruitment process.

What follows is an explanation of the stages of the recruitment process. **Please thoroughly read this information before proceeding in the process.** Applicants who do not meet the minimum requirements will not be considered.

Once you have reviewed this package in its entirety, if you are interested in proceeding further with the recruitment process, please submit the required documents at the time of your initial application. **A list of required and optional documents is outlined on page 12 in this package.**

Submit the application and documents in person or by email by September 10, 2022 @ 12:00 a.m. to the following:

Fire Admin
c/o Municipality of Mississippi Mills
3131 Old Perth Road, PO Box 400
Almonte ON, K0A 1A0
Email: fireadmin@mississippimills.ca

Applicants who are considered beyond the application stage will be contacted by phone or email to advise of further testing and interview dates.

Thank you again for taking the opportunity to explore a position with our Fire Department. We wish you every success in your endeavours.

Sincerely yours,

A handwritten signature in cursive script that reads "Mike Williams".

Mike Williams
Fire Chief



Employment Opportunity

Volunteer Firefighter

The Mississippi Mills Fire Department is accepting applications from men and women for the position of Volunteer Firefighter.

The Mississippi Mills Fire Department is comprised of a full-time Fire Chief, a full-time Deputy Chief, a full-time Fire Prevention Officer, full-time Administration Assistant, one District Chief and 48 Volunteer Firefighters operating from 2 fire stations, one in Almonte and one in Pakenham. We serve a mix of urban and rural properties covering a total of 519 square kilometres. We also provide fire protection services to neighbouring municipalities through Mutual Aid Agreements.

Firefighters are required to respond to calls for emergency assistance including but not limited to fires, medical emergencies, motor vehicle accidents, water/ice rescue and hazardous material incidents.

Training is a critical component of being a firefighter. An initial 120-hour NFPA 1001 recruitment training course is required which will begin in January and run every second weekend for 3 months. After successfully completing this training, each member is expected to attend a minimum of six hours of training per month. There are also numerous training opportunities held at various locations and times during the year.

In this paid on-call, volunteer position, you will be provided with extensive training and have opportunities to obtain certification in fire prevention, firefighting, and rescue activities. You will participate alongside other firefighters in stressful, physically and mentally challenging situations which can be inherently dangerous, for which you will receive specialized training.

In addition to emergency response and training, volunteer firefighters participate in local fairs and festivals, fundraising functions, public education and other community events. Taking on the challenge of becoming a volunteer firefighter requires a significant commitment from you and your family, however, the experience of being an active member within your community is extremely rewarding.

The minimum qualifications to be considered for this position are as follows:

- Be at least 18 years of age or turn 18 by September 10, 2023
- Possess a valid, Ontario Driver's License (with an acceptable driving record)
- Must provide proof of double vaccination
- Must have a vehicle to be able to respond to fire calls
- Be able to provide an acceptable criminal records check
- Successfully complete the written & physical tests

- Hold a Secondary School Diploma (Grade 12) or academic equivalent diploma by the application deadline of September 10, 2023
- Must be able to attend and successfully complete our in-house 120 hours of training over a three-month period which starts **January 2023 and will take place every second weekend.**
- Currently having an IFSAC OR PROBOARD NFPA 1001 Standard for Fire Fighter Professional Qualifications, Level I certification program, would be an asset.
- Possess a minimum 20/30 corrected vision with color and peripheral vision appropriate for the position of firefighter

Applications for this position shall be done by completion of the Volunteer Firefighter Recruitment Package, with supporting documentation AND references (minimum of 2 references). Applications shall be submitted and may be considered for further involvement in the selection process. Only those candidates who are selected for further consideration will be contacted. Successful applications will commence employment on the date indicated or otherwise agreed to and should be prepared to undertake the time commitment necessary for this position.

Application Deadline: 12:00 a.m., September 10, 2023
Start Date: November 1, 2023

Job Requirements:

In addition to responding to emergency calls, other firefighter tasks include but are not limited to:

- Attending all meetings and training sessions regularly
- Assisting with fire prevention and public education activities
- Following Mississippi Mills Fire Department policies and procedures
- Regularly returning to the fire station after calls to clean equipment and ensure vehicles are ready for the next alarm
- Maintaining records of attendance at alarms and training activities
- Cleaning and maintaining protective equipment to ensure it is ready for use
- Participating in training activities and serving on committees as elected or appointed
- Representing the fire department at various community events and festivals

Of Importance to Note:

- Responding to emergencies, on-going training, and community involvement requires a tremendous amount of time and commitment. It may require you to respond in the middle of the night, or during family activities.
- Success in the position of Volunteer Firefighter is greatly attributed to the on-going support of family and friends.
- On a yearly basis you may attend approximately 48 hours of training, and 100-200 emergency calls.



VOLUNTEER FIREFIGHTER RECRUITMENT PROCESS

The recruitment process consists of five (5) stages. Each stage is described in more detail in the following pages. At the conclusion of each stage, it shall be decided which candidates may proceed to the next stage.

STAGE 1 - ADVERTISEMENT

The Mississippi Mills Fire Department will advertise using various methods. Interested candidates will be invited to apply for a Volunteer Firefighter position.

STAGE 2 - APPLICATION REVIEW

A complete resume, including a list of references (a minimum of 2 references) is required at the point of application. Candidates must verify all qualifications with supporting documentation including photocopies of all certificates, diplomas, transcripts, etc.

STAGE 3 - PRACTICAL PHYSICAL FITNESS TEST AND KNOWLEDGE TEST

The practical physical fitness test and the knowledge test are designed to gauge the candidate's physical and mental fitness and basic knowledge to meet the requirements of the job. Candidates must pass all tests to be considered for a position. See the Practical Fitness Testing Release for in Appendix "A" for details of the tests.

Practical Fitness Testing release forms must be signed prior to commencing in fitness tests.

DATE & TIME: TO BE ANNOUNCED

"Appendix A" - Job Related Physical Fitness Test - This form must be signed by candidate prior to undergoing Practical Fitness Testing.

STAGE 4 - VERBAL INTERVIEW

Candidates who are successful at the physical testing will be considered for an interview. The interview is not designed to test the candidate's technical knowledge, but rather allows for the opportunity to further assess the candidate's suitability in other areas.

DATE & TIME: TO BE ANNOUNCED

STAGE 5 - SELECTION AND APPOINTMENT

Based on information that is obtained from the entire process, the selection committee shall choose a suitable candidate(s). The successful candidate(s) will be offered the position of Probationary Volunteer Firefighter (medical assessment and eye examination may be required).



MISSISSIPPI MILLS FIRE DEPARTMENT

VOLUNTEER APPLICATION FORM

ONLY SUCCESSFUL CANDIDATES WILL BE CONTACTED

Accurate, legible completion of this Application Form is the first step in the screening process. Incomplete or inaccurate applications will not be accepted. Please supply all information requested.

NAME: _____ / _____
Last First

TELEPHONE (home): _____ TELEPHONE (work): _____

TELEPHONE (mobile): _____

ADDRESS: _____

POSTAL CODE: _____

E-MAIL ADDRESS: _____

ONT DRIVERS LIC #: _____ CLASS _____ AIR? YES ___ NO ___

RESTRICTIONS: _____ (Must be provided with the application)

DO YOU HAVE YOUR OWN VEHICLE FOR TRANSPORTATION? YES _____ NO _____

DO YOU HAVE ANY PHOBIAS (height, enclosed spaces, etc.)? YES _____ NO _____

If yes, please explain:

DO YOU HAVE A CRIMINAL RECORD: YES ___ NO ___ (Criminal Record check must be provided with acceptance of the Probationary Firefighter position).

EDUCATION:

Grade 12 Graduation Year: _____

Name of School Attended: _____

Post-Secondary, Vocational or Trade Training: YES _____ NO _____

Educational credential(s), trade, or type of training:

Additional qualifications or courses:

Fire Service Certificates (IFSAC or Proboard):

<u>Standard Obtained</u>	<u>#</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Previous firefighting experience: (where and when)

Previous first aid experience: (where and when)

COMMUNITY EXPERIENCE:

Have you ever volunteered in the community? YES _____ NO _____

If yes, describe where you volunteered, and describe the duties:

WORK EXPERIENCE:

Presently employed:

_____ full-time (more than 35 hours/week)	_____ student
_____ part-time (more than 25 hours/week)	_____ unemployed
_____ part-time (less than 25 hours/week)	_____ other (please explain)
_____ self-employed (please explain)	_____

Present Employer: _____

Occupation: _____

Is your job in Mississippi Mills? YES _____ NO _____

Would your employer allow you to respond to emergency calls during working hours?

Always _____ Usually _____ Rarely _____ Never _____

What are your regular hours of work?

Are you a shift worker? YES _____ NO _____

If so, please explain hours and days of work:

Are you normally available to respond to daytime emergencies: (Monday to Friday between the hours of 7 am and 6 pm)

Always _____ Usually _____ Rarely _____ Never _____

If accepted by the Fire Department, you are required to attend evening, daytime or weekend practices or training sessions. Can you meet this requirement?

YES _____ NO _____

REFERENCES:

Please provide two references **not** related to you:

1. Name: _____

Address: _____

Phone: _____

2. Name: _____

Address: _____

Phone: _____

I, the undersigned, apply to enroll as a Volunteer Firefighter of the Fire Department and, if accepted, undertake to perform such duties as may be assigned to me by the Fire Chief or his delegated representative.

I understand that this is a volunteer position.

I verify that the information contained on this application form is true and accurate.

I hereby give consent to the Municipality of Mississippi Mills to conduct verification of the information given, as required.

SIGNED: _____ DATE: _____



MISSISSIPPI MILLS FIRE DEPARTMENT

Job Related Physical Fitness Test Requirements

Job related practical skills:

1. Hose Carry
2. 3 Storey Stair Climb
3. Rope Pull
4. Forcible entry
5. Hose Pull
6. Victim drag with Rescue Randy

Please Note

*** All physical testing performed in gym attire, this will be a combination of outdoor and indoor testing ***

We encourage you to research the above skills in order for to prepare for testing



APPENDIX "A"

MISSISSIPPI MILLS FIRE DEPARTMENT

"Job Related Physical Fitness Testing" Release Form

I, _____, have applied to the Municipality of Mississippi Mills for a position with the Fire Department.

It is deemed necessary before my application is finally dealt with that I, in common with other applicants should submit myself to a series of physical fitness tests, including climbing, carrying, lifting, dragging, and other physical activities incidental to the ordinary work of a fire fighter; through the Fire Department and its agents.

I, the undersigned, do hereby agree to submit myself to all the physical fitness tests required by the Fire Department of the Municipality of Mississippi Mills. Under the supervision of the Fire Chief, or his representatives for the purpose of ascertaining my physical qualifications for the employment for which I have applied.

I do hereby, for myself, my heirs, administrators, executors, and assigns, remise, release and forever discharge the said Municipality of Mississippi Mills and its officers, servants and employees of and from any and all actions, causes of action, claims and demands whatsoever, which I or my heirs, executors, administrators or assigns may have arising out of my submission to the said physical fitness tests.

I, hereby, further acknowledge that I submit myself to the said tests of my own free will and with full knowledge of their nature, and with full knowledge of the contents of this release.

Dated at _____, Ontario, this _____ day of _____, 20____.

Witness

Applicant

Name (please print)



Document Check List

The following documents **MUST** be submitted at the time of application:

- Completed Application Form
- Complete Current Resume
- References
- Job Related Physical Fitness Testing Release Form

Additional documents that may be submitted:

- Certificates i.e. IFSAC and/or ProBoard
- Educational Credentials, Certificates
- Awards or Achievements
- Current Criminal Record Check
- Current Driver's Abstract