



VOLUNTEER FIREFIGHTER RECRUITMENT HANDBOOK

Mississippi Mills Fire Department

The Municipality of Mississippi Mills
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Considering Volunteer Firefighting in Mississippi Mills

Volunteering as a firefighter provides many benefits, both personally and professionally. These include developing new skills, serving the community, building a network, and gaining a sense of pride and accomplishment. Joining a volunteer fire department is a significant decision that should not be rushed. It requires careful thought and consideration, as well as taking the time to fully understand all aspects of the job, including:

- **Physical and Mental Readiness:** Volunteer firefighting is physically demanding and often involves high-stress situations. You need to be in good physical condition and mentally prepared to handle emergencies, including fires, accidents, and medical incidents.
- **Time Commitment:** Volunteering as a firefighter requires a significant time investment for training, emergency responses and public events. Ensure you have the flexibility in your schedule to meet this demand and be reliable.
- **Training Requirements:** You will need to complete extensive training, which can include basic firefighting courses, medical training, and ongoing education to stay updated on the latest techniques and safety protocols.
- **Community Impact:** Consider the impact you can make in your community. Volunteer firefighters play a crucial role in enhancing public safety and providing essential services during emergencies.
- **Personal and Family Considerations:** Discuss your decision with your family, as the commitment can affect your personal life. Ensure you have their support and understanding.

By weighing these considerations, you can make an informed decision about whether joining a volunteer fire department is the right choice for you. If you decide to proceed, it can be an incredibly rewarding experience, offering the chance to make a significant difference in your community.

Mississippi Mills Fire Department

The Mississippi Mills Fire Department (MMFD) is comprised of:

- a full-time Fire Chief
- a full-time Deputy Chief
- a full-time Fire Prevention Officer
- a full-time Administrative Assistant
- one District Chief
- 48 volunteer firefighters

MMFD has two fire stations:

- 478 Almonte Street, Almonte (Station 1)
- 106 Jeanie Street, Pakenham (Station 2)



The department serves a mix of urban and rural properties covering a total of 511 square kilometres. The department also provides services to neighbouring municipalities through Mutual and Automatic Aid Agreements.

MMFD's staff and volunteers are dedicated to enhancing community safety by protecting lives and property. We strive to minimize environmental and economic impacts through public education, prevention, and emergency response within our approved services. Our members proudly serve by exhibiting professionalism, respect, and dedication to their community.

On average, MMFD receives around 200 emergency all outs per year. Our 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 (Friday evening, all day Saturday, all day Sunday) for four months. After successfully completing this training, each member is expected to attend a minimum of six hours of training per month. These regular training sessions run in the evenings, from 7 to 9 pm. Station 1 (Almonte) training takes place on the second, third, and last Thursdays of the month. Station 2 (Pakenham) training takes place on the first, third and fourth Wednesday. There are also numerous training opportunities held at various locations and time during the year.



In addition to emergency response and training, volunteer firefighters participate in local fairs and festivals, fundraising functions, public education, and other community events.

Overview of Mississippi Mills

According to the 2021 Statistics Canada Census, the Municipality has a total landmass of 511.25 km² and a population of 14,740 residents, with approximately 28.8 residents per km². The municipality is comprised of three wards: Almonte, Pakenham and Ramsay. Lanark County's Sustainable Communities Official Plan projects Mississippi Mills to grow to a population of 21,122 to the year of 2038. This projection represents a 60% increase in the Municipality's population. Additionally, the Municipality's updated Official Plan has a settlement strategy where 70% of future growth is expected to be within the urban settlement area of Almonte and 30% of future growth to rural settlement areas.

One of the most prominent physical features in the area is the Mississippi River, which is a tributary of the Ottawa River. The portion of the Mississippi River that intersects with the Municipality is noteworthy for the abundance of flora and fauna that it supports. The Mississippi River also feeds many swamps and marshlands.

The Municipality offers a wide range of events and festivities for residents and visitors alike. Some of the most popular events include the North Lanark Highland Games, the Naismith 3-on-3 Basketball Festival, the Almonte Fair, and Celt Fest. In addition to its various annual events, the Municipality houses several museums, including the Dr. James Naismith Museum and the Mississippi Valley Textile Museum. The Municipality is also home to areas that combine the region's history and natural surroundings, such as the Mill of Kintail Conservation Area and Metcalfe Geoheritage Park.

The Pakenham area of the Municipality is known for Mount Pakenham, a popular skiing location that houses a resort and areas for skiing, snowboarding, tubing, and hiking. There are also three scenic golf courses and several beaches in the area. These sites and other attractions ensure that the Municipality has something to offer its residents and visitors year-round.

Minimum Requirements and Job Skills

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

- Be at least 18 years of age
- Possess a valid Ontario Driver's Licence (with an acceptable driving record)
- Must have a vehicle to be able to respond to fire calls
- Live within Mississippi Mills
- Be able to provide an acceptable criminal records check
- Hold a Secondary School Diploma (Grade 12) or academic equivalent diploma
- Possess a minimum of 20/30 corrected vision with colour and peripheral vision appropriate for the position of firefighter
- Successful complete the written and physical tests
- Must be able to attend and successfully complete our in-house 120 hours of training over a four-month period which **starts annually in January and takes placed 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
- Ability to attend scheduled training and emergency activations
- Ability to possess CPR, First Aid and Defibrillator training

General Job Specific Duties

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 responding to emergency calls, other firefighters 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 to use
- Participating in training activities and serving on committees as elected or appointed
- Representing the fire department at various community events and festivals
- Maintain confidentiality and protect privacy of all information
- Sustain and uphold a constructive attitude
- Follow instructions and respect the chain of command
- Show dedication and commitment to the job (volunteer service)

Recruiting Process

Overview

The recruitment process consists of four 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: Application

Stage 2: Evaluation Process

Stage 3: Verbal Interview

Stage 4: Selection and Conditional Offer

Stage 5 Recruitment Program

Detailed Process

Stage 1: Application

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.

Please reference the following document checklist and ensure your application is complete before submitting:

- *Completed Application Form*
- *Complete Current Resume*
- *References (minimum of two)*
- *Educational Credentials, Certificates*

Additional documents that may be submitted:

- *Certificates (i.e. IFSAC and/or ProBoard)*
- *Awards or Achievements*
- *Current Criminal Record Check*
- *Current Driver's Abstract*

Stage 2: 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. Eligible candidates will be notified of the scheduling for these tests. **The *Job Related Physical Fitness Testing Release Form* must be signed prior to commencing the fitness test.**

Job Related Physical Fitness Test Requirements

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 to be performed in gym attire. Testing will be completed indoors and outdoors. We encourage you to research the above skills in order to prepare for testing.

Stage 3: 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. Interviews candidates will be notified regarding the scheduling for an interview. Scores will be assigned based on the candidate's achievements through the process. A candidates list will be kept where individual scores will be ranked in ascending order. Vacant positions will be filled from the candidates list.

Stage 4: Selection and Conditional Offer

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 give a conditional offer for the position of Probationary Volunteer Firefighter. The successful candidates will required to obtain and produce the following information:

- A Vulnerable Sector Police Check
- Current Driver's Abstract
- Completed PAR-Q+ questionnaire (supporting medical assessment and eye examination may be required)
- Offer of Employment (signed)

Stage 5: Recruitment Program

The last step in the recruitment process is the recruit training program (running January to April, every second weekend). During a one-year probationary period, recruits must complete all required training and show their dedication to becoming a member of the Mississippi Mills Fire Department.

During this year, Probationary Firefighters will also be expected to attend their station's regular training nights. Probationary Firefighters will report to the station and stay on-site for emergency calls until they successfully complete the recruit program and receive approval from the Chief.

We appreciate your interest and dedication in pursuing a role as a volunteer firefighter with the Municipality of Mississippi Mills. Your willingness to protect and serve our community is truly commendable.

Thank you for considering joining the Mississippi Mills Fire Department!