



The Township of Centre Wellington Volunteer Firefighter Application Package



Please read all information carefully before applying.

Attendance at **ONE** of the following Information Sessions is **MANDATORY**:

- Tuesday, December 7th, 2021 @ 1:00 pm at the Fergus Fire Station;
- Tuesday, December 7th, 2021 @ 7:00 pm at the Fergus Fire Station;
- Thursday, December 9th, 2021 @ 7:00 pm at the Fergus Fire Station

Please call 519-843-1950 to register for one of the Information Sessions.

Mail or hand deliver Resume and Application portion of this package to:

Centre Wellington Fire & Rescue Services
250 Queen Street West
Fergus, ON N1M 1S8

Attention: Fire Chief, Firefighter Application

Application Deadline is Thursday, December 23rd, 2021 at 3:00pm

For more information, please call the Fire Administration Office: 519-843-1950

Centre Wellington Fire & Rescue Services is an equal opportunity employer. All interested parties are encouraged to apply. All applicants are required to successfully complete a written aptitude exam, job-related physical agility testing, interviews, and the Recruit Firefighter-Training Program. Applicants must also provide their driver abstracts, a criminal background check, proof of Covid-19 vaccination and provide a Doctor's Certificate of fitness for firefighting duties in order to obtain employment as a Volunteer On-call Firefighter. Recruits must also possess or be able to obtain a Class DZ Ontario Driver's License within five (5) years of employment. Further information is available in the employment application package.



Elora Fire Station Catchment Area



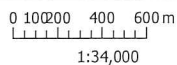
Fire Hall



3km Catchment Area

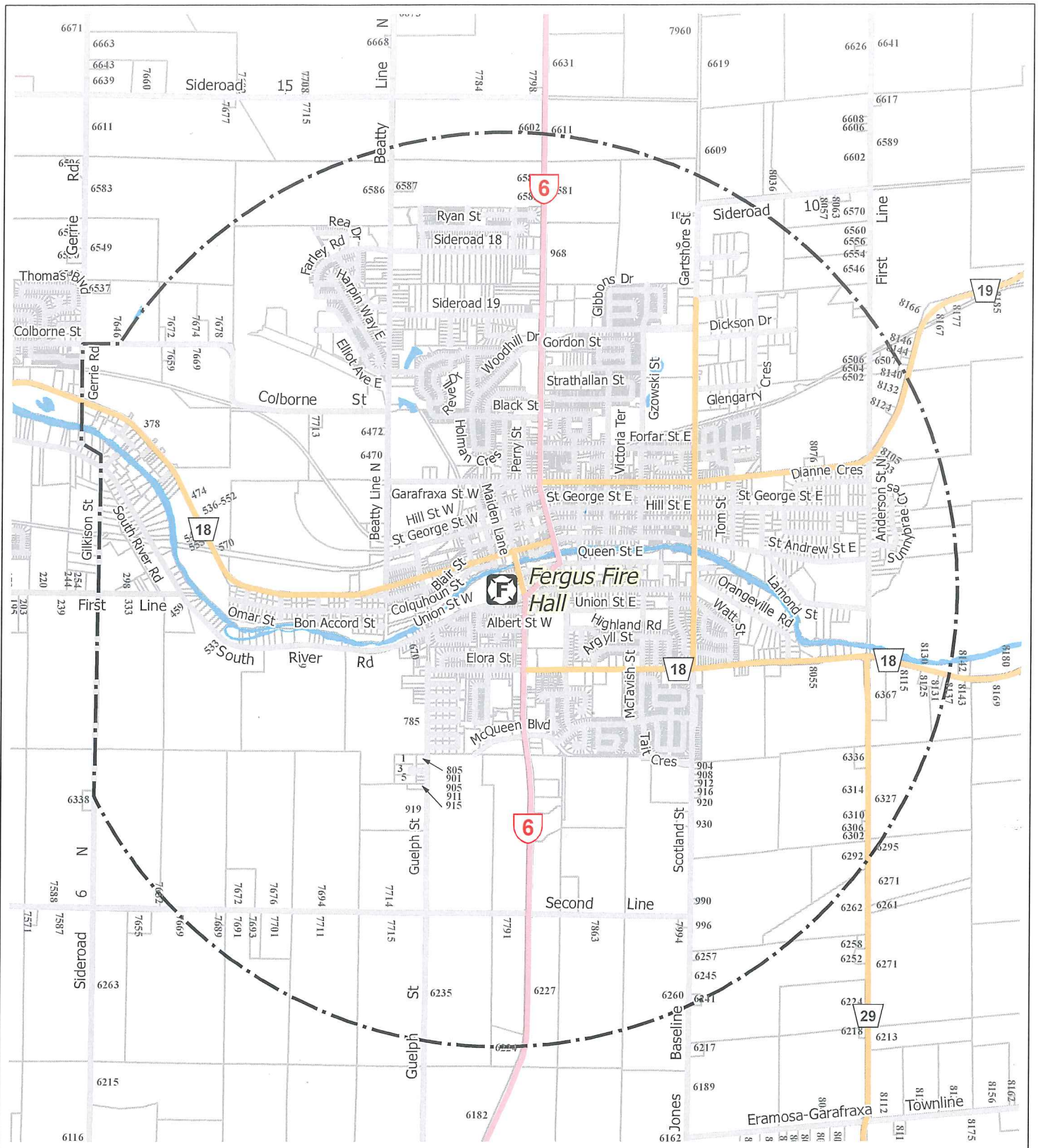


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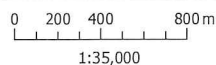
Fergus Fire Station Catchment Area



Fire Hall 3km Catchment Area



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CENTRE WELLINGTON FIRE & RESCUE SERVICES VOLUNTEER FIREFIGHTER



POSITION DESCRIPTION

POSITION TITLE:	VOLUNTEER FIREFIGHTER
DEPARTMENT:	CENTRE WELLINGTON FIRE & RESCUE
REPORTING TO:	VOLUNTEER CAPTAINS
CURRENT SALARY LEVEL:	\$20.04 (1 st Yr) to \$34.09 (4 th Yr) (2021 Rates)

POSITION SUMMARY:

Perform fire-fighting duties and other related work 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. Regular training and maintenance work of the fire station and equipment is required. Firefighters may be required to make decisions and work without supervision until an officer arrives at the scene.

DUTIES AND RESPONSIBILITIES:

- Responds to fire, rescue, hazardous materials emergencies and other emergencies assigned to his/her station.
- Lays and connects hose lines, nozzles and other related appliances.
- Holds fire hose and directs fire streams.
- Operates a pressure pump as assigned.
- Operates elevating devices as assigned.
- Drives fire apparatus as assigned.
- Carries, deploys and climbs ladders.
- Operates rescue equipment.
- Performs salvage work at fire and emergency scenes using salvage covers, vacuums, mops, squeegees, etc.
- Performs ventilation by making openings in buildings, using exhaust fans or fog streams.
- Enters burning or contaminated buildings, structures and other areas to perform rescues and/or fight fires while wearing required clothing and safety equipment.
- Provides first aid to the injured.
- Assists in cleaning and preparing fire-fighting equipment upon return to the station after an emergency call or a practice to in-service status.
- Attends regular training sessions to practice procedures and to learn fire fighting and rescue methods.
- Cleans and maintains areas of the fire station used by the members as scheduled.
- Assist with the fire prevention program.
- Other duties as assigned by Fire Chief or Senior Officer(s)

POSITION SPECIFICATIONS:**QUALIFICATIONS:**

- Proficient written & verbal communication skills
- Strong mechanical aptitude

EXPERIENCE/SKILLS:

- Must possess and maintain a Class DZ Drivers licence with a clean drivers abstract, or obtain a DZ within five (5) years of employment
- In the absence of a DZ drivers licence during the first five (5) years of employment, must possess a valid Class 'G' drivers license and maintain a clean drivers abstract.
- Solid understanding of the principles of hydraulics, normally acquired through a combination of education and experience
- Mental alertness, mechanical aptitude
- Ability to get along well with others
- Willingness to perform any task assigned
- Conscientious and dependable
- Good physical condition

WORK ENVIRONMENT:

The firefighter will be expected to respond and work in all types of weather and less than ideal conditions during all times of the day or night. Monitors radio communications at all hours and responds to emergency calls when required. He/she could have to enter hazardous atmospheres and environments and will be expected to work in a safe manner – in accordance with all applicable Acts, Regulations and Policies.

SUPERVISION GIVEN:

Works under the direction of Department Officers.

TIME PRESSURES:

High degree of pressure associated with emergency situations involving major fires, accidents, hazardous materials, medical, rescues etc.

RESPONSIBILITY:**Supervision Received:**

- Limited freedom; however in the absence of an Officer, functions with a greater degree of freedom.

Impact of Errors:

- In emergency situations errors may be costly and life threatening.

INTERPERSONAL CONTACTS:

- Other Firefighters, Station Officers, Senior Officers, Civic employees and the Public
- A high degree of confidentiality is required

PHYSICAL & COGNITIVE DEMANDS:

- 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 be able to meet minimum physical demands required of this position.
- 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 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 manoeuvring 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 odours and contaminants; uninstalled or unshielded electrical equipment.

MEDICAL EXAMINATION:

- You are required to obtain consent from a physician after a physical examination stating you are fit for firefighting when requested by the Fire Chief or Senior Officer(s).
You will need to provide your signed Physician Consent Form the day of the Physical Agility Testing.

ADDITIONAL INFORMATION

- The firefighter is expected to respond with little or no advanced warning and work in all types of less than ideal weather conditions. This may involve the entering of hazardous atmospheres and areas of personal risk. The firefighter will keep all protective equipment in a state of readiness to respond.



CENTRE WELLINGTON FIRE & RESCUE SERVICES VOLUNTEER FIREFIGHTER APPLICATION FORM



Completed application form must be received by 3:00pm Thurs., Dec. 23rd, 2021

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 also required to attach your Resume with this application.

PERSONAL INFORMATION:

Surname	Given Name	Home #	Cell #
Email Address			

MAILING ADDRESS:

Street	Apt #	City	Province	Postal Code
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<p>How Long have you lived at your current address?</p>	<p>Do you have two valid doses of the Covid 19 Vaccine?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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<p>Are you legally entitled to work in Canada?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Have you ever been convicted of a criminal offence for which a pardon has not been granted?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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I live within one of the catchment areas indicated on the map and can drive to the station in less than 5 minutes from the time I leave my place of residence.

I live within 3 (three) km of the:

Elora Fire Station: Fergus Fire Station:

Daytime Availability for Response to Alarms

I am available to respond to alarms:

Weekdays:

Often Sometimes Never

Weeknights:

Often Sometimes Never

Weekends:

Often Sometimes Never

Will you be able to respond from your full time employment?

Often Sometimes Never

DRIVING EXPERIENCE:

Valid Ontario Driver's Licence:	Driver class:
Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> A <input type="checkbox"/> D <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 training in driving heavy vehicles?	If yes, please explain:
Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you any other special driving skills?	If yes, please explain:
Yes <input type="checkbox"/> No <input type="checkbox"/>	

- **Should you be successful and be granted an interview you will be required to provide a Driver's Abstract from the Ontario Ministry of Transportation at your cost.**

EMPLOYMENT EXPERIENCE:

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):
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):

OTHER EXPERIENCE:

Volunteer Work: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, explain:	# of years/months
Previous Firefighter experience: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, explain:	# of years/months
Military or Police Service: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, state rank and type of duties:	# of years/months

Additional comments on related work experience:

REFERENCES:

Reference names and contact information

EDUCATIONAL EXPERIENCE: Post-Secondary, College, University or Other

NAME OF INSTITUTION	SUBJECTS	DATE	GRADE	NOTES

FIREFIGHTER APPLICANT'S SKILL INVENTORY

- Please complete this section.
- Photocopies of all licenses, diplomas and/or certificates and relevant documents must be provided.
- Indicate your knowledge or experience in the skill areas listed by checking the appropriate box below. Wherever you have indicated that you possess the relevant knowledge or experience, add an explanation in the space provided describing how you acquired that skill.

Indicate Skill Level by checking the appropriate box below and give explanation where indicated.

Skill Level 1: Some familiarity and competence has been acquired through personal experience, high school course or other training of a relatively informal nature.

Skill Level 2: Skills are at an advanced level, acquired through relatively intensive personal involvement and/or post-secondary courses.

Skill Level 3: A Trade Licence or recognized certificate is held, or significant professional experience has been acquired. Proof must be submitted (copies only).

	SKILL LEVEL			CERTIFICATE
	1	2	3	OBTAINED (IF APPLICABLE)
Athletic/Sports/Fitness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Building Technology (formal training or certified trades)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cardio-pulmonary Resuscitation (CPR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Climbing Skills – ladder/mountain/rope	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coaching/teaching/counselling/recreation leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Community College Firefighter preparation courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Computer Technology/Electronic Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Safety Systems - Courses or experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First-Aid course/Nursing Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Knowledge of Breathing Apparatus – Scuba diving etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mechanical – office/motor/equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Occupational Health & Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Previous firefighting experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Read blueprints/charts/diagrams/maps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rescue procedures eg. Nursing, lifeguard, auto extrication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Semi-Automatic / Automatic Defibrillation Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

OTHER:

List any additional skills, education or experience which you think would benefit you as a firefighter:

DECLARATION:

I understand and agree that employment and continuing employment are conditional upon:

- A) The foregoing information being true and complete.
- B) The verification of statements made by me in this application and my resume.
- C) Observance of rules, regulations and instructions governing employment by the Corporation as in effect at the time of employment, or established at any subsequent time.
- D) Enrolments in such benefit and pension plans as may be obligatory for Corporation employees.
- E) Successfully pass a police criminal records check as conducted by the Ontario Provincial Police (your cost).
- F) Provide driver's abstract showing that you have not accumulated seven (7) or more demerit points at time of interview (your cost).
- G) Successfully pass medical with a physician (your cost).
- H) Successfully complete the recruit-training program.
- I) Satisfactory completion of a one-year (1) probationary period of employment.
- J) Possess / obtain a valid class D licence with Z endorsement within the first five (5) years of employment.
- K) Attend regular training sessions at assigned station and complete mandatory training programs as required/outlined in Department Policies and Procedures.
- L) Attend alarms in your assigned station's primary response area as required/outlined in Department Policies and Procedures.
- M) Maintain and care for all uniforms, protection clothing and equipment and supplies that are issued to me.
- N) I will get a Medical Examination and supply a letter from a Physician stating that I am fit for duty when request by the Fire Chief or Senior Officer(s).

I affirm and certify that the information given on, or attached to, this application is true and correct. I understand that any falsification of statements, misrepresentation, deliberate omission or concealment of information may be considered just cause for immediate dismissal.

I certify that I am legally entitled to work in Canada, was provided with a copy of the Job Description for the position of Volunteer Firefighter and have read and fully understand all expectations.

I authorize the Township of Centre Wellington to contact my references, employers or any other such entities included on this application to obtain further information pertaining to employment with the Township of Centre Wellington.

Applicant's Signature: _____ Date: _____

Personal information is collected under the authority of the Municipal Freedom of Information and Privacy Act and will be used for candidate selection purposes only.

CENTRE WELLINGTON FIRE & RESCUE SERVICES

Justification of Written Aptitude & Physical Testing for Volunteer Firefighters

Written Aptitude Testing

The written aptitude test is used to evaluate the candidate in a variety of areas. The test is a multiple choice format. In order for a candidate to proceed to the physical agility test, he/she must obtain a mark of seventy percent (70%).

COMPREHENSION:

The first area that is evaluated is reading comprehension. The recruit training program is a fast-paced program that covers tremendous amounts of essential material in a very short time. This material is the backbone of the training program and the individual must have the ability to learn in an accelerated environment. The candidate is given a passage to read at the beginning of the test. Following the passage, is a series of questions that require the candidate to extract the meaning of the passage.

REASONING:

The ability to reason and make sound decisions with limited information is an essential skill that every firefighter must have if he/she is to operate safely. The candidate is given a problem and asked to select the most appropriate solution.

PROBLEM SOLVING:

Problem solving skills are indispensable on the fireground. The candidate is given a variety of problems ranging from figuring out the pressure lost in a hose line to figuring out the length of a group of ladders. All necessary information is provided in the question. Prior knowledge of fire service operations is not required to solve the question.

MECHANICAL APTITUDE:

Firefighters must have ability to interpret written or pictorial instructions/diagrams and relate them directly to their real world counter-parts. This skill may be required to read a blue print, fire pre-plan document or interpret equipment instruction. The candidate is given a variety of questions that test different aspects of mechanical aptitude. These questions range from counting number of blocks in a pile to figuring out the direction of pulleys and gears.

BASIC MATHEMATICS:

The last area evaluated is basic mathematics skills. The level of math required for this test is the equivalent of Grade 9 -- Basic. Basic math skills are required in a number of areas in the fire service. A pumper operator must have to ability to calculate safe working pressure for handlines working off his/her pump. The incident commander must be able to calculate the required fire flow for a building, to ensure that adequate resources have been assigned. These are only a few examples of where basic math skills are utilized on the fireground. The candidate is given questions that evaluate his/her ability to add, subtract, multiply and divide.

This test was designed in-house, but is modelled after standard aptitude tests that are used throughout the province. The written aptitude test has been shortened down in length and in time. This was done to make the test practical to administer in the volunteer environment.

Physical Agility Testing

Applicant must provide their Signed Physician Consent Form the day of the Physical Agility Testing.

The physical tasks that make up this test are designed to be directly related to fire suppression operation. Firefighters must have the strength, agility and endurance to carry and climb ladders, wear and use self-contained breathing apparatus, place and operate hose lines, execute a rescue and many other demanding evolutions. Since all of the *timed* job-related tasks represent the minimum standard, the candidate must be able to complete all the tasks in the time allotted.

Firefighting is a labour intensive job that requires the individual to maintain a definite skill level in many areas. These skills are necessary to allow the individual to operate safely and effectively on the fireground.

Task #1 -- Hose Carry

Fires do not always happen at ground level. Many times, fires can occur in the upper floors of a high-rise building. Firefighters must move the equipment to the fire area. This usually involves the carrying of hose, fans, air cylinders, etc. to a predetermined staging area in the building. The candidate is asked to carry an approximate 80 lb bundle of hose (2 lengths of 65mm hose) up the equivalent of five storeys of the stairs and then return to the ground floor. This is used to simulate the moving of equipment from the apparatus to the staging area.

Task #2 -- Rope Pull

Firefighters are often required to haul hoselines or equipment to the roof of buildings. This task is used to test the candidate's upper body endurance as well as strength. The candidate is required to raise and lower an approximate 80 lb weight the height of five storeys using a hand over hand method.

Task #3 -- Victim Drag

The candidate is asked to drag a dummy weighing approximately 175 lbs through a set of cones. This task is used to test the candidate's ability to rescue a trapped victim or downed fully dressed firefighter.

Task #4 -- Hose Drag

Operating and maneuvering hose lines on the fireground can be a very demanding but essential task. The candidate must have the ability to reposition charged handlines so they may be used to their best advantage. The weighted sled (approximately 160 lb) is used to simulate the weight of a typical charged handline.

Task #5 -- Forcible Entry Test

Firefighters are often required to forcible enter buildings through doors etc. as part of their firefighting duties. Using a sledgehammer, the candidate is required to forcible move an object weighing approximately 200 lbs a distance of 12 inches.

Task #6 -- Ladder Lift

This task tests the candidate's upper body strength. Staffing is often at a premium, so firefighters are often tasked with moving and setting up equipment by themselves and it is essential that the candidate be able to remove and raise a small ladder without assistance. The candidate is required to walk 50 feet with a 14 foot ladder and raise against the building and then lower and return to the starting position.

Task #7 -- Weight Carry

Firefighting involves a wide variety of equipment. The approximate 70 lb weight carry is used to simulate the setting up of various types of equipment. (i.e. generators, smoke ejectors, etc.).

Task #8 -- Claustrophobia Test:

This test is used to determine the candidate's ability to function under zero visibility conditions. The calmer the candidate remains, the more efficient his/her air usage will be when called upon to wear a SCBA.

Task #9 -- Ladder Climb:

The ladder climb is used to judge the candidate's ability to work at elevated heights. This could range from working off a ladder to the second floor, guiding a nozzle from the tip of a 75ft aerial or assisting in high-angle rescue. The candidate will be required to climb a 24 foot ladder and perform a leg lock as shown and then descend.

These tasks listed above are not arbitrary tests pulled out of the blue sky to torture new candidates, nor are they barriers to stop the hiring of any particular target group. The tasks listed above are scaled down versions of the tests universally recognized by fire departments throughout Ontario and were developed by the University of York's Kinesthesiology Department.

This group of people specialize in the mechanics of the human body. They were given the job of developing tests that would directly relate to everyday firefighting activities on the fireground. These tests were modified for Center Wellington Fire Department in order to implement this hiring standard with minimal cost to the department.

OVERALL SCORING:

The scoring scheme was designed to ensure that the ranking of candidates was based on competence. The process was implemented by the training division to assist the senior management in the selection of recruits. This process of scoring by competence is used throughout the province as part of the selection process. Hiring on the basis of competency is the only fair way to select individuals. It must be noted this is only one part of the process.

It has been recognized throughout the development of this hiring standard that hiring for a volunteer department requires some extra considerations. Due to the nature of the operation, staffing availability must be taken into consideration during the hiring process. Daytime availability must play a part in the selection process, but should be used as an excuse for compromising the hiring standard.

The purpose of assigning an overall score is to allow for the unbiased selection of equally qualified individuals.



Centre Wellington Fire & Rescue Services

250 Queen Street West • Fergus, Ontario N1M 1S8
Tel: 519-843-1950 • Fax: 519-843-8801
website: www.centrewellington.ca

Date: _____

County of Wellington OPP
Centre Wellington Administration Centre
371 Charles Allan Way
Fergus, Ontario
N1M 2W3
T: 519-846-5930

Dear Sir / Madam:

RE: REQUEST FOR POLICE RECORD CHECK

Name of Applicant: _____

Address: _____

Contact Phone #: _____

Position: **VOLUNTEER FIREFIGHTER**

This Position is a **PAID** Position

Yours truly,

Tom Mulvey

Tom Mulvey, Fire Chief
Centre Wellington Fire & Rescue

You must attend the detachment in person. **Please note that it takes approximately 4 weeks to process the request, and results will be mailed back to the applicant.**

You will be required to provide 2 pieces of identification and a fee of \$41.00.



Centre Wellington Fire & Rescue Services

250 Queen Street West • Fergus, Ontario N1M 1S8

Tel: (519) 843-1950 • Fax: (519) 843-8801

website: www.centrewellington.ca



PHYSICIAN CONSENT FOR JOB RELATED & GENERAL FITNESS TESTING FOR A FIREFIGHTER

Candidate Name: _____ Date: _____

Simulate Firefighter Job Related Tasks & General Fitness Testing Standards include:

1. **Hose Carry and Stair Climb Test:** Carry an approximate 80 lb bundle of hose up the equivalent of five storeys of the stairs and then return to the ground floor.
2. **Hose Lift Test:** raise and lower an approximate 80 lb weight the height of five storeys using a hand over hand method.
3. **Victim Drag Test:** Drag a dummy weighing approximately 175 lbs a distance of 25 feet.
4. **Weighted Sled Pull Test:** Drag a weighted sled of approximately 160 lb a distance of 45 feet.
5. **Forcible Entry Test:** Using a sledgehammer, forcible move an object weighing approximately 200 lb a distance of 12 inches.
6. **Ladder Raise & Lower Test:** Raise, lower and walk 50 feet with a 14 foot ladder.
7. **Weight Carry Test:** Carry approximate 70 lb through an obstacle course.
8. **Confined Space Test:** Determine the ability to function under zero visibility conditions.
9. **Ladder climb Test:** Climb a 24 foot ladder and perform a leg lock as shown and then descend.

Note: Blood pressure and pulse will be monitored before and after fitness testing.

STATEMENT OF FAMILY PHYSICIAN OR OTHER MEDICAL PRACTITIONER

PHYSICIAN: _____

PHYSICIAN STAMP
(If available)

ADDRESS: _____
(IF NO STAMP)

TELEPHONE: _____

After having examined the candidate, or otherwise being aware of the candidate's physical condition, I hereby certify the candidate is fit to attempt the tests outlined above.