

# Firefighter Recruit Orientation Guide

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**NORTH MIDDLESEX FIRE DEPARTMENT  
FIREFIGHTER  
RECRUIT ORIENTATION GUIDE**

**IF YOU .....**

**Want to help others and serve in your community  
Enjoy working as a team  
Enjoy continuous learning**

**You may be an ideal candidate for a challenging career  
as a paid, on-call firefighter**

# Firefighter Recruit Orientation Guide

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## FOREWORD

This guidebook has been developed as a resource for those individuals who have indicated an interest in becoming a paid, on-call firefighter with the Municipality of North Middlesex. **WE URGE YOU TO READ THIS INFORMATION CAREFULLY SO THAT YOU ARE FULLY PREPARED FOR EACH STEP.**

The Municipality of North Middlesex 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 the potential to touch us all.

Service as a member in our Department requires a serious commitment. Your decision to join should not be made without thorough consideration. The recruitment guidebook has been developed to provide the 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 possible questions about membership, it will provide you with information about the most important areas.

Once you understand what is involved in being a member of the Fire Department, we hope you will find you are able to make the commitment that our community requires. The service provided by paid, on-call firefighters is truly valuable to the citizens of our municipality and we hope that you are able to contribute to our public safety.

## MISSION

The mission of the North Middlesex Fire Department is to protect the lives and property of the residents and visitors within our community.

Our members will: Provide a quality Emergency Service in a safe and professional manner.

## VISION OF THE NORTH MIDDLESEX FIRE DEPARTMENT

To provide the residents and visitors of The Municipality of North Middlesex with pro-active, effective and efficient delivery of fire, rescue, public education and fire prevention services; through a unified, forward thinking organization with good morale and with the highest standards of personnel safety, fairness and professionalism.

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## THE NATURE OF OUR BUSINESS

Firefighting is one of the most diverse and challenging professions known today. It is this diversity that inspires most individuals to enter the service, both as paid, on-call and career firefighters. Imagine having to train to prepare yourself to cope with situations that include fires ranging from trash bins to structures, hazardous materials incidents, remote area rescues, and almost any imaginable emergency situation 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 our contribution to our profession very personally rewarding.

The basic purpose of the public fire service are to prevent fire or emergencies from occurring. This is done through fire prevention inspections, fire safety education and fire code enforcement programs. In North Middlesex, this service is provided through an agreement with Middlesex Centre. Secondly, we are here to prepare ourselves to control fire and other emergencies should prevention not prevail. This is done through education, training, pre-incident planning and use of state of the art equipment.

This type of work or job is not for everyone. You need more than just a desire to help people and give back to your community. You also need dedication, courage, assertiveness and a willingness to learn new skills and face new challenges. The Fire Department is not for the meek, timid or for those who lose control of their emotions during times of crisis. Our service is one which calls on its members to perform strenuous work in uncertain and hazardous environments as a highly efficient team.

Your family must support your decision. They must understand and accept your commitment to training and responding to emergencies which will often interrupt family functions. Your employer will also be required to be accepting of your commitment as an on-call firefighter. Factors which your employer should be aware of may include, but are not limited to:

- Fatigue from emergency responses outside of work hours
- Responses during work hours (when permitted by your employer)
- Training that will occur from time to time during your regular work hours (when permitted by your employer)

The personal rewards and satisfaction received from being involved in a Fire Department are often beyond description. There is a sense of accomplishment after controlling a building fire, compassion for victims involved in a motor vehicle collision, and fulfillment in teaching fire safety. The list could go on and on.

The bottom line in our business is measured by the prevention and reduction of loss of life, pain and suffering and property damage that we have in our service area. We strive to

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maintain a professional image while providing a safe, reliable and cost effective service to the residents of our community.

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

### **OVERVIEW OF THE MUNICIPALITY OF NORTH MIDDLESEX**

The Municipality of North Middlesex was incorporated on January 1, 2001. This amalgamation joined five municipalities including the townships of East Williams, West Williams and McGillivray, the town of Parkhill and the village of Ailsa Craig to form one municipal corporation. North Middlesex has a population of approximately 6,700 and covers an area of 597.90 km<sup>2</sup> (230.85 sq mi).

### **ABOUT THE NORTH MIDDLESEX FIRE DEPARTMENT**

The Fire Department is comprised of one Fire Chief, one Deputy Fire Chief, two District Chiefs, one Chief of Training, two Captain/Trainers, six Captains and approximately forty firefighters. Each station is divided into squads of firefighters each reporting to one Captain. The Fire Department responds to approximately 100 calls per year. Apparatus includes 2 fire engines, 2 tankers, 2 rescue units and 2 pickup trucks.

The municipal fire service is divided into two districts and operates a fire station in both Ailsa Craig and Parkhill. The Municipality also purchases fire services under a fire protection agreement for an outlying area and is part of the Province of Ontario Mutual Aid plan.

Fire Prevention services including public education, inspection, enforcement and fire scene assessment are contracted to the Municipality of Middlesex Centre. North Middlesex firefighters also participate in the delivery of fire prevention public education initiatives within their respective districts.

### **TRAINING AND PARTICIPATION**

Over the years, the fire service has evolved into a public safety agency providing highly technical and diverse services. The general public has come to rely on the Fire Department as the "first responder" not only when life and property are threatened by man-made and natural disasters, but for seemingly smaller problems as well.

To ensure that all members of the Fire Department are prepared to deliver the highest level of service, training standards have been developed to provide each member with the needed skills, knowledge, and abilities necessary to deliver fire and emergency services to the citizens of the municipality.

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To meet the requirements of the National Fire Services Standards, The North Middlesex Fire Department has partnered with other Departments to facilitate a comprehensive Recruit Training program based on the National Fire Protection Association's Firefighter Level 1 and 2 standards. This format of training involves a great deal of reading and self-directed learning on the part of the Recruit Firefighter in their first year. Recruit Firefighters must attend two 8 hour sessions monthly over a period of six months. The 12 sessions are scheduled to be held throughout Middlesex and Elgin Counties, requiring some travel. At least 8 hours per month will be spent on independent study; this includes reading, on-line testing and some assignments. Following the completion of the course, recruits will be required to successfully complete the Office of the Fire Marshal and Emergency Management (OFMEM) provincial exam for IFSAC and Pro-Board accreditation for NFPA 1001 Level 1 and 2. (Applicants who present valid IFSAC or Pro-Board certificates for NFPA 1001 Level 1 and 2 may be exempt from this training program).

Regular in house training occurs every other Wednesday evening in Parkhill, and every other Thursday evening in Ailsa Craig (with the exception of holidays), from 1900 to 2100 hours. The training schedule is set so both fire stations are training on the same material at the same time. Firefighters who cannot attend training at their assigned station are able to attend the training at the other station. Firefighters are required to attend a minimum of 18 regular training sessions each year, including various mandatory annual sign-offs (Pump Operations, Driving, Personal Protective Equipment, SCBA, Firefighter Survival, CPR and delegated medical acts and Auto Extrication). Firefighters are also encouraged to participate in additional training such as that offered through the Ontario Fire College as well as county sponsored training.

On average, a person could expect to commit sixteen to twenty hours per month to training as a recruit firefighter, and four to six hours per month to training following their promotion from Probationary Firefighter. Firefighters, due to the requirement to wear respiratory protection that provides an airtight seal, must be clean shaven with no facial hair that impedes that seal. This requirement begins upon conditional hiring.

Each Firefighter is assigned to a squad reporting to a Captain. Firefighters are required to attend bi-weekly fire station maintenance/equipment checks. These duties are completed on the off week of training on and are rotated between the squads.

### Remuneration

As a paid, on-call Firefighter, you are compensated as follows:

- Operations Training/Paid Duties - \$19.53/hour (2022)
- Emergency Response - point system, based on the number of occurrences and the number of calls attended.

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## **PAID, ON-CALL FIREFIGHTER RECRUIT OVERVIEW**

### **Minimum Requirements for Application:**

- ✓ Be at least 18 years of age.
- ✓ Have a minimum education of Ontario Secondary School Diploma or equivalent
- ✓ Live or work within a 10km radius of the station to which they are assigned.
- ✓ Valid Driver's License with a Driver's abstract.
- ✓ Able to obtain Ontario class D with Z endorsement within two years from date of hire.
- ✓ Medical Certificate – Completed by Applicant's Doctor. (All costs associated with this requirement are the sole responsibility of the applicant).
- ✓ Insurable, under the Corporation's fleet policy.
- ✓ Proficient in oral and written English.
- ✓ Good reading, writing and record keeping skills.
- ✓ A reliable means of transportation to respond to alarms.
- ✓ Provide a Criminal Record Check, satisfactory to the Municipality of North Middlesex.
- ✓ Complies with the Municipality's Covid Vaccination Policy, which may be amended from time to time.

### **Other Desirable Skills**

- NFPA 1001 Level 1 and 2 certifications
- First-Aid, CPR and AED training
- Class D with Z endorsement or equivalent driver's license
- Previous firefighting experience
- Demonstrated commitment (i.e. volunteer service)
- Related experience (Paramedic, Police, Military)
- Previous pertinent training (i.e. Workplace Hazardous Materials Information System, Ontario Health & Safety Act)

**Position Title:** Paid, On-Call Firefighter  
**Department:** Fire Department  
**Reports To:** Captain, District Chief, Fire Chief  
**Supervises:** None

### **Position Summary**

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

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## Key Duties and Responsibilities

Participates in regularly scheduled training sessions and maintain a minimum attendance rate as defined in the Operations Policy.

Commits to a zero tolerance of violence and harassment in the workplace, adhering to the Municipalities Violence and Harassment in the Workplace Policy.

Maintains a minimum attendance rate of 50% to emergency incidents.

Performs fire ground operations within the North Middlesex Fire Department incident management system, so that lives are protected and property loss and damage to the environment is minimized:

- Recognizes hazards to prevent injuries to patients or rescuers
- Secures water supplies
- Advances hose lines
- Operates portable pumps
- Performs search and rescue operations
- Carries, positions, raises and climbs ground ladders
- Ventilates structures
- Extinguishes vehicle, structural, ground fires
- Conducts salvage operations
- Overhauls fire areas
- Performs other duties as assigned

Performs rescue operations within the North Middlesex Fire Department incident management system so that the patient is removed from an area of danger to an area of safety while preventing injury to the rescuer or patient:

- Performs vehicle extrication
- Secures area of structural collapse
- Provides emergency patient care as part of the tiered response agreement with EMS including CPR, AED operation and the administration of naloxone and epinephrine
- Performs industrial rescue
- Responds to incidents as a first responder

Performs firefighter safety practices so that safety of firefighters is maintained according to applicable legislation, standards, and fire department operating guidelines.

Operates fire apparatus as required by the Ontario Highway Traffic Act, North Middlesex Fire Department Standard Operating Guidelines and within the vehicle's design.

Maintains equipment in accordance with Standard Operating Guidelines.

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Assists with fire prevention and public education programs as directed.

### **RECRUIT SELECTION PROCESS**

The selection process will consist of the following components:

**Stage 1.** Application Review

**Stage 2.** Medical Examination

**Stage 3.** Job Specific Fitness Test

**Stage 4.** Interview

#### **Stage 1: Application Submissions**

All applicants are required to submit a completed **Paid, On-Call Firefighter Application form** and a **Consent Waiver and Release Physical and Agilities Testing form** to the Municipal Office, 229 Parkhill Main St. Parkhill ON N0M 2K0. Applications will only be accepted during a recruitment campaign.

Applications will be reviewed and priority may be given to those applicants who demonstrate the following:

- Employment or residence within the municipality and/or reasonable response time to the fire station
- Availability to respond to alarms in the daytime hours
- Permission to leave place of employment to respond to alarms
- Valid Class DZ Driver's License with a clean abstract
- Documented firefighting training and experience
- Current First Aid and CPR Certificates

A review of applications will be completed and selected applicants will be notified by telephone or by email at which time they will have the opportunity to advance to Stage 2 of the selection process. Only those applications meeting the minimum requirement will be reviewed. Only those applicants chosen to move to stage 2 will be contacted.

**It is strongly recommended that applicants make an appointment with their physician for the medical examination as soon as possible when considering submitting their application.**

#### **Stage 2: Medical Examination**

Report by a physician must be presented prior to the job specific fitness test. All costs associated with this requirement are the sole responsibility of the applicant.



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The examination is to determine, if in the opinion of the physician, the applicant is medically fit to be an active firefighter. Applicants who do not provide a completed satisfactory **Medical Examination Report** prior to the job specific fitness test will be disqualified from the recruitment.

### Stage 3: Job Specific Fitness Test

Selected applicants will have the opportunity to complete the job specific fitness test component. The tasks are designed to reflect job related tasks required in the performance of firefighting duties. The purpose of this analysis is two-fold; primarily to provide you with a realistic idea of incident tasks you will be expected to perform and to provide the fire department with a base of skills pertinent to each candidate to plan future training evolutions as required.

Sample tasks include:

- Climbing an extension ladder
- Search an area to retrieve an object with an S.C.B.A. and a darkened face mask
- Lift and carry a hose roll

A review of results of the job specific physical appraisal will be conducted and selected applicants will have the opportunity to advance to Stage 4 of the selection process. Only those applicants chosen to move to stage 4 will be contacted.

### Stage 4: Interview

The interview for the position of on-call firefighter shall be conducted by a panel of Fire Department personnel and may include a Human Resource representative. Only those applicants chosen will be contacted.

### **SELECTION & ACCEPTANCE**

The selection of applicants is based on qualifications, and the ability to do the job as determined by the results of the recruitment process. The successful applicants will be contacted with an offer to undertake a training program in preparation for commencing actions as a firefighter with the municipality. Upon verbal acceptance, the applicant will be required to provide a **Criminal Record Check Including Vulnerable Sector Screening** completed by the local police service. All costs associated with this requirement are the sole responsibility of the

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applicant. The applicant will be required to sign and return the confirmation letter before undertaking the training program.

***We want to acknowledge the effort every applicant puts into the pursuit of being a Firefighter and the desire each possesses to assist in the protection of the Community.***

**Thank You For Considering Joining  
The North Middlesex Fire Department**

### **Contact Information:**

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