



# **Volunteer / Paid On-Call Firefighter Recruitment Guide 2024**

Application Submission Deadline:

August 9, 2024

to

Human Resources:

[HR@adjtos.ca](mailto:HR@adjtos.ca)

HR Fax: 705-434-4584

7855 Sideroad 30, Alliston, L9R 1V1

## Forward

This Recruitment Guide has been developed as a resource for those individuals who have indicated an interest in becoming a member of a Volunteer Fire Department. Participation as a member of a volunteer fire service will bring personal rewards, satisfaction, raise self-esteem and give you a tremendous sense of accomplishment for a job well done and is a valuable way to participate in your community.

Making a commitment to serve as a Volunteer Firefighter is a serious decision. We ask that you take the time to read this Recruitment Guide and get the facts regarding what is involved in being a member of the Fire Department.

***Candidates often underestimate the amount of time and effort required to be a successful firefighter.***

This Recruitment Guide contains information on the organization of a Volunteer Fire Department, training, participation requirements, the nature of the business, and answers the typical questions raised by prospective members. While this Guide will not answer all possible questions about membership, it will provide you with information about the most important areas. It should be kept as a resource as you proceed through the recruitment process.

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

Please read this Guide thoroughly so that you clearly understand the steps in the recruitment process.

Further information can be obtained by contacting the Fire Department at [fire@adjtos.ca](mailto:fire@adjtos.ca) or Human Resources at [HR@adjtos.ca](mailto:HR@adjtos.ca) or 705-434-5055.

## **The Fire Department and the Role of Volunteer Firefighters**

### Goals of the Fire Department

The goal of the Fire Department is to provide fire protection services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fires, sudden medical emergencies, or exposure to dangerous conditions created by human or nature: first to the municipality; second to those municipalities requiring assistance through authorized emergency fire service plan and program (mutual aid) activities; and third, to those parties that are provided with fire protection services by the Fire Department via authorized agreement.

### 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 volunteers and career Firefighters. Imagine having to train to prepare yourself to cope with situations which range from structure fires, childbirth, hazardous chemical spills, medical emergencies and almost any imaginable emergency situations 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 personally rewarding.

There are two basic purposes of the public fire service. First, to prevent fires or emergencies from occurring through fire prevention inspections, fire safety education, 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, and more training.

This type of work is not for everyone. You need 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 personal rewards and satisfaction received from being involved in a Volunteer Fire Department are often beyond description and include a sense of accomplishment after controlling a building fire, compassion for accident victims, and fulfillment in teaching fire safety.

Ultimately, 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 residents and visitors of this municipality.

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

We want to acknowledge the effort every applicant puts into the pursuit of being a firefighter and their desire to assist in the protection of their community.

## JOB DESCRIPTION

POSITION TITLE: Volunteer Firefighter  
DEPARTMENT: Fire Department  
REPORTING TO: Volunteer Captains  
SUPERVISES: DIRECTLY: None  
INDIRECTLY: None

### POSITION SUMMARY

Provides first response, fire suppression, rescue and specialized operations 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. Attends regular training and performs routine duties in the maintenance of the fire station, vehicles and equipment. Firefighters may be required to make decisions and work without supervision until an officer arrives at the scene.

### KEY DUTIES & RESPONSIBILITIES

- Responds to, at minimum, 25% of emergency calls for fire, rescue, hazardous materials emergencies and other emergencies
- Performs fire ground operations within the Township's 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, and ground fires
  - Conducts salvage operations
  - Overhauls fire areas
- Performs rescue operations within the Township incident management system so that the patient is removed from an area of danger to an area of safety while preventing injury to rescuer/patient:
  - Performs vehicle extrication
  - Performs land-based water rescue
- Provides emergency patient care
- Responds to incidents as a first responder
- Performs Firefighter safety practices so that the safety of Firefighters is maintained according to applicable legislation, standards, and Fire Department Standard Operating Guidelines
- Assists with fire prevention and public education programs
- Maintains physical strength and agility to perform strenuous work and operate all firefighting/rescue apparatus and equipment, as well as safety equipment under adverse conditions, frequently, for prolonged periods of time
- Assists in cleaning and preparing firefighting equipment upon return to the station after an emergency call or a practice to in-service status
- Attends, at minimum, 50% of regular training sessions to practice procedures and to learn fire fighting and rescue methods
- Cleans and maintains areas of the fire station as scheduled
- Other duties as assigned by Fire Chief or Senior Officer(s)

## KNOWLEDGE, SKILLS & QUALIFICATIONS

- Must reside within 8km response of Station
- Be at least 18 years of age
- Be legally entitled to work in Canada
- Not have any criminal convictions for which a pardon has not been granted
- Possess a high School Diploma or equivalent
- In the absence of a DZ Driver's Licence during the first 2 years of employment, must possess a valid Class G Driver's License
- Must have an acceptable driving record
- Possess or have access to own transportation
- Able to respond to emergency calls in a safe and expedient manner
- Must maintain a reasonable level of health and fitness
- Able to attend required training conducted on evenings and some weekends
- Able to maintain a high degree of trustworthiness, confidentiality; must exercise discretion and tact
- Possess good verbal and written communication skills
- Mental alertness, mechanical aptitude
- Basic computer skills and ability to access a device to use for completing online training and communicating by email with Fire Department
- Solid understanding of the principles of hydraulics, pneumatics, normally acquired through a combination of education and experience an asset
- Valid First Aid / CPR & AED certification an asset
- Experience in firefighting services preferred
- NFPA certifications or equivalent preferred
- Knowledge of municipality including demographics, major industries, hazardous occupancies would be considered an asset
- Related experience in nursing, EMS, mechanical trades preferred

## PHYSICAL DEMANDS & WORKING CONDITIONS

- Monitors radio &/or cell phone communications at all hours and responds in all types of weather and less than ideal conditions during all times of the day or night. May involve the entering of hazardous atmospheres and areas of personal risk
- 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 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 (ie 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

## Recruitment Process & Important Dates

The recruitment selection process consists of 5 stages, each with important dates. These stages are designed in greater detail on the following pages:

Stage 1 – Recruitment Info Sessions	
July 8 @ 7:00 pm Station 1, 6234 County Rd 13, Everett	July 17 @ 7:00 pm Station 2, 2821 Regional Rd 50, Loretto
See page 7 for details	
Stage 2 – Application Submission	
Application Deadline: August 9	
Submit to Human Resources: <input type="checkbox"/> ATFD Application Form, <input type="checkbox"/> Resume <input type="checkbox"/> Any relevant training/certificates	
See page 7 for details	
Selected applicants will proceed to Stage 4	
Stage 3 – Firefighter Testing	
OFAI Firefighter Aptitude & Fitness Testing Testing Dates: July 9, July 16, or July 28 – contact OFAI for alternate dates Testing Location: GTAA Fire & Emergency Training Institute (FESTI), 2025 Courtneypark Dr, Mississauga Register on OFAI website for the testing with the New Tecumseth recruitment	
See page 8 for details	
Stage 4 – Interview	
Tentatively August 20 – 30. Specific dates, times & locations to be confirmed	
See page 9 for details	
Selected candidates will receive a conditional offer for a tentative start date of October 5 (1 <sup>st</sup> new recruit class)	
Stage 5 – Offer	
See page 9 for details	

### Stage 1: Recruitment Information Sessions

Two Recruitment Information Sessions will be held for potential applicants. All applicants should make every effort to attend **one** of the sessions, as important details on the recruitment process are provided, including expectations of volunteers, training and testing information and dates.

### Stage 2: Applications

Mandatory application information to be submitted to Human Resources by August 9:

- ATFD Volunteer Firefighter Application Form
- Resume
- Valid OFAI Testing Certificates (Stage 1/FACT and Stage 3/FPAT)
- Other Desirable Skills/Knowledge: if you have any of the following, please provide supplemental information (including a copy where applicable)
  - First Aid & CPR certification/training
  - Fire Service experience &/or certification/training
  - Related experience (nursing, EMS, mechanical trades)

Applications, with above listed documentation, are to be submitted to Human Resources via:

- [HR@adjitos.ca](mailto:HR@adjitos.ca),
- HR fax: 705-434-4584, or
- Hand delivered: using sealed envelope marked “Human Resources” at municipal admin building: 7855 30<sup>th</sup> Sideroad, Alliston during business hours. Drop box outside front doors during non-business hours.

A review of submissions will be conducted, and selected applicants will be contacted for the opportunity to advance to Stage 4 - Interview of the selection process.

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

### **Stage 3: Firefighter Testing**

Applicant testing is completed through the Ontario Fire Administration Inc (OFAI) Candidate Testing Services to certify applicants on aptitudes and physical assessments for becoming a firefighter.

Applicants are responsible to register and attend **one** of the OFAI testing dates (July 9, July 16, or July 28) to complete the Stage 1/FACT and Stage 3/FPAT assessments. If you are unable to register for one of the dates, contact OFAI for assistance at [info@ofai.ca](mailto:info@ofai.ca) or 905-426-6756.

OFAI's *Firefighter Aptitude & Character Test (FACT)* is used for entry-level firefighter recruitment process and consists of a variety of sub-tests designed to measure critical modules required for successful job performance as a firefighter. Modules include reading and writing ability, mathematical reasoning, map reading, and personal characteristics.

Review the OFAI Pre-Assessment Guide for information on the Stage 1/FACT.

<https://www.ofai.ca/wp-content/uploads/2024/02/OFAI-Stage-One-Pre-Assessment-Guide-2024-V.-2.pdf>

OFAI's *Firefighter Physical Aptitude Job-Related Tests (FPAT)* consist of 6 job-related tests that evaluate an individual's ability to complete the essential physical demands of structural firefighting. While wearing full personal protective equipment (PPE) that weighs approximately 50lbs, the individual must perform 6 sequential events: equipment carry/vehicle extrication, charged hose advance, weighted sled pull, forcible entry simulation, victim rescue, ladder climb.

Review the OFAI Pre-Assessment Guide for information on the Stage 3/FPAT.

<https://www.ofai.ca/wp-content/uploads/2024/02/OFAI-Stage-Three-FPAT-and-FFTS-Pre-Assessment-Guide-2024-V.-2.pdf>

Testing Location:           GTAA Fire & Emergency Training Institute (FESTI)  
  2025 Courtney Park Dr E, Mississauga

Successful completion of both Stage 1/FACT and Stage 3/FPAT are required for consideration to Stage 3 – Interview. Applicants with previous valid certificates for one or both Stage 1/FACT (2 years) and Stage 3/FPAT (1 year), can submit the valid certificate(s) and register for any remaining.

All fees associated with testing are the responsibility of the applicant.

Registration Instructions for OFAI Testing:

1. Create / Login to Account: <https://www.ofai.ca/register-login/>
2. Click on the links below to register for one of the dates below with New Tecumseth Recruitment  
You can also go to Testing Calendar on those dates and select the “Municipal Only” links
3. Your paid receipt/confirmation is automatically emailed to you from the OFAI website

Tuesday, July 9  OFAI Stage 1/FACT: <a href="https://www.ofai.ca/test-details/?tdId=2462">https://www.ofai.ca/test-details/?tdId=2462</a>  OFAI Stage 3/FPAT: <a href="https://www.ofai.ca/test-details/?tdId=2464">https://www.ofai.ca/test-details/?tdId=2464</a>	Tuesday, July 16  Stage 1/FACT: <a href="https://www.ofai.ca/test-details/?tdId=2463">https://www.ofai.ca/test-details/?tdId=2463</a>  Stage 3/FPAT: <a href="https://www.ofai.ca/test-details/?tdId=2466">https://www.ofai.ca/test-details/?tdId=2466</a>	Sunday, July 28  Stage 1/FACT: <a href="https://www.ofai.ca/test-details/?tdId=2599">https://www.ofai.ca/test-details/?tdId=2599</a>  Stage 3/FPAT: <a href="https://www.ofai.ca/test-details/?tdId=2600">https://www.ofai.ca/test-details/?tdId=2600</a>
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Applicants are responsible for submitting OFAI certificates to Human Resources. OFAI will not be providing the Fire Department with completed tests/certificates.

**Stage 4: Interview**

Application submissions will be reviewed for completeness. Only selected candidates will be contacted to schedule an in-person interview. Interviews will be conducted by a panel of Fire Administration, Senior Officers, and Human Resources.

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

**Stage 5: Position Offer**

After the interviews are completed, successful candidates will be contacted by Human Resources with a conditional offer for a volunteer/paid on-call firefighter position.

These top applicants will be required to undergo a medical assessment to determine fitness for Firefighter position.

With the conditional offer, the candidate will also be in receipt of:

- ATFD Medical Assessment Form and Job Description for a licenced physician to complete
- ATFD Request Letter for OPP Vulnerable Sector Check (if candidates are in possession of a Vulnerable Sector Check that is 3 months old or less, it may be accepted)

***Tentative start date: Saturday, October 5 with commencement of the new recruit training program.***

The following information/documentation is required to be submitted to Human Resources after the conditional offer has been made and before the applicant attends new recruit training.



Note: If the applicant is not able to provide the listed information as requested below by the deadlines provided, their conditional offer becomes revoked:

- Proof of valid Driver's Licence
- Satisfactory 3-Year Driver's Record <https://www.ontario.ca/page/get-driving-record>
- Satisfactory Vulnerable Sector Check <https://www.opp.ca/index.php?id=147&lng=en>
- Proof of primary/permanent residency
- Successful medical screening (using ATFD Medical Assessment Form)
- Valid OFAI testing certificates

All costs related to obtaining required documentation, certificates and medical examinations shall be the sole responsibility of the applicant.

Upon verification of the required documentation, recruit candidates will be contacted.

### **Recruit Training Program & Probation Period**

All volunteers entering the Department will be required to complete a recruit training program, regardless of whether the individual may have prior training or experience.

Upon acceptance into the Volunteer Firefighter training program, new recruits are subject to an 18-month probation period. During their first 18 months, recruits must successfully complete the recruit training program and become certified in NFPA 1072 Hazardous Materials, NFPA 1001 Firefighter 1 & 2, and Emergency First Aid Responder.

#### Commitment of October 2024 – April 2025 Recruit Training Program:

Mandatory 3+ hours weekly (Monday evenings) and occasional Saturdays (approx. 240 hours)

Training sites: Primarily at New Tecumseth Fire Stations (Alliston/Beeton/Tottenham)

***Experienced municipal firefighters may be considered for a condensed recruit training program, probationary period, and wage progression.***

Members unprepared or unable to meet training commitments and deadlines, &/or unable to successfully meet lesson and testing benchmarks will be withdrawn from program.

Recruits are compensated for attending the recruit training program. Additionally, there is no cost to the recruit for the training program.

### **Training & Participation**

Volunteers that have successfully completed the recruit training are subject to completing a 6-month probationary period. They are required to attend their assigned Station weekly (Tuesday evenings) for: ongoing training; maintenance of equipment, trucks and the Station; meetings; pre-planning; public education; and other Fire Department functions. Training may also take place on weekends.

***A minimum of 50% attendance rate is required at regular training nights by all volunteers.***

Additional training is also offered as available throughout the year which includes but is not limited to first aid, pump operations, live fire, and specialized rescue operations. Firefighters are also encouraged to attend courses by external authorized providers.

With a successful completion of 6-mth probationary period from completing recruit training program, volunteers may then begin responding to emergency calls, however, they must wear a **probationary designation** which identifies them as a member in training. They may assist fully qualified firefighters only when proper supervision is provided.

Probationary firefighters shall **not**: enter burning buildings, participate in activities requiring advanced training, or be subjected to hazardous environments.

***Firefighters must attend a minimum of 25% of emergency calls.***

Fire Department is well equipped to respond to a variety of emergencies including structural and vehicle fires, motor vehicle collisions, and medical emergencies. In 2023, the Department responded to approximately 500 emergency calls Township-wide with individual Station responses ranging from approximately 200 to 350 calls annually.

Volunteers failing to meet the attendance targets for training and emergency calls, will be subject to disciplinary action up to and including removal from the Fire Department.

The Department employs a full-time Fire Chief, Deputy Fire Chief/Training Officer, Fire Administrative Assistant. And at full complement, 60 volunteer/paid on-call firefighters. Township of Adjala-Tosorontio relies on a complement of dedicated and fully trained volunteer firefighters to provide fire protection services. We depend on the availability of an adequate number of volunteer firefighters at any time of the day to respond to emergencies.

**Firefighter Remuneration**

Firefighters are paid an hourly rate for attendance at training, emergency responses, scheduled public events and other duties as approved.

Pay is based on the following classification rates:

Classification	2024 Hourly Pay Rate
<i>Recruits/Probationary FF</i>	<i>\$18.05 (75% of 1<sup>st</sup> Class Rate)</i>
3 <sup>rd</sup> Class FF	\$19.26 (80%)
2 <sup>nd</sup> Class FF	\$21.67 (90%)
1 <sup>st</sup> Class FF	\$24.07 (100%)

Members are provided with Workplace Safety & Insurance Board (WSIB) coverage for sustained injuries/illness during authorized activities. All members are also covered by VFIS for on-duty life and AD&D insurance. Additional off-duty insurance coverage may be purchased by members.

All members are provided with a radio and charger, full protective equipment, and station gear. Dress uniform provided following completion of probationary period.

**Questions?**

Questions can be directed to the following from Monday to Friday, 8:30 am to 4:30 pm:

Fire Department: 705-434-5055 x 234  
[fire@adjtos.ca](mailto:fire@adjtos.ca)

Human Resources: 705-434-5055 x 249  
[HR@adjtos.ca](mailto:HR@adjtos.ca)