

OYSTER RIVER FIRE RESCUE

INFORMATION AND APPLICATION PACKAGE FOR VOLUNTEER FIREFIGHTERS



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OYSTER RIVER FIRE RESCUE

SERVICES

The Oyster River Fire Rescue provides fire protection, rescue, extrication from motor vehicle accidents and emergency first responder service in the Black Creek, Oyster Bay, and York Road areas.

Our primary goal is to protect the public; this is accomplished in two ways:

1. The first is to prevent fire emergencies from occurring. This is done through fire safety education and other programming.
2. We prepare ourselves to control fire emergencies and assist at medical emergencies. This is done through education, extensive training, and pre-incident planning.

VOLUNTEER RECRUITMENT

Are you interested in learning new skills and becoming an integral part of your community's emergency service team?

The department welcomes applications from physically fit individuals who want to serve the community, appreciate training opportunities, and enjoy the camaraderie of working as a team to serve the community.

Firefighting and rescue are hazardous tasks, firefighters train regularly on Wednesday evenings between 1900 and 2100 hours. Additional training is conducted on weekends to achieve the knowledge required to operate safely and provide the skills necessary to effectively serve the community.

Training for new volunteers starts in October.

OYSTER RIVER FIRE SERVICES CODE OF CONDUCT

- It is the responsibility of each member to always remember that much of the knowledge and information commonly discussed among firefighters is of a privileged and confidential nature and considerable discretion, relevant to such information is required in conversation with others.
- Members shall not participate in an operational function or task while impaired by alcohol or drugs. Each member is responsible to immediately report to their supervisor any violation of fire department alcohol and drug policy.
- Individual members are expected to decline any offers of a reward, gift, or gratuity.
- Members are expected to comply with all fire department policies, guidelines, and rules.
- Members are expected to comply with all local, provincial, and federal laws, rules, and regulations.
- Bullying, sexual harassment, or mental abuse will not be tolerated.
- Members are expected to act in a professional and courteous manner at all times.
- Members may be disciplined for not complying with fire department operational guidelines, policies, rules, and regulations.

OYSTER RIVER FIRE RESCUE
REQUIREMENTS & EXPECTATIONS FOR VOLUNTEER FIREFIGHTERS

1. Firefighters must practice their skills regularly in order to maintain those skills.
 - For the first year, training sessions are held on Tuesday evenings between 1900 and 2100 hours; and
 - After the first year, training sessions are held on Wednesday evenings between 1900 and 2100 hours.
2. The primary function of a firefighter is to respond in a timely fashion to emergency situations. Therefore attendance at incidents is expected when the fire department is paged.
3. When responding to the Fire Hall to attend an emergency incident, members must obey all traffic laws.
4. In order to facilitate a quick response to call outs, firefighters must maintain a current driver's license along with a personal vehicle. An annual driver's abstract will be obtained for all firefighters. Members must notify the fire chief immediately if their license has been suspended.
5. Firefighters shall keep their turnout gear at the fire hall.
6. When appropriately trained and qualified, firefighters shall carry pagers in order to receive a call.
7. Firefighting is physically strenuous work and as such firefighters are expected to maintain a good level of fitness. While attending an incident, the onus is on the firefighter to monitor his/her physical condition and report any issues to the appropriate fire services personnel.
8. An incident is fully completed when all equipment is again ready for a response. All firefighters are expected to remain until clean-up is complete.
9. Volunteer firefighters shall be remunerated for their time based on Oyster River Fire Rescue Operational Guidelines part-time compensation policy.
10. A firefighter shall not speak to the press or anyone else regarding Oyster River Fire Rescue business. Firefighters should be aware that when they are discussing matters at an incident with fellow firefighters, they may be overheard by the general public. Aspects of an incident that have not been made public knowledge should not be discussed in public.
11. Members will notify the fire chief when there has been a change in their personal information, i.e. name, address, telephone number, driver's license, email address, etc. The fire chief will forward updates to the CVRD.
12. All members will ride on department apparatus (or vehicles) in a seated position with seatbelts worn. Hearing protection will be worn when appropriate.
13. Members will notify the fire chief or deputy chief if they are unable to respond to incidents due to sickness or accident. If unable to attend emergency incidents for a period of 14 calendar days, the member must provide the fire chief with written medical documentation verifying their fitness prior to returning to active duty.
14. A firefighter shall not use his/her authority or position to achieve personal gain in any form.
15. Failure to perform or meet any of these conditions may result in a review of the fire fighter's suitability as a member of Oyster River Fire Rescue.

Requirements and Expectations for Volunteer Firefighters

I, the undersigned, have received, read, and understood the requirements and expectations for volunteer Firefighters.

Date: _____

Firefighter's Name: _____

Firefighter's Signature: _____

CRITERIA FOR ELIGIBILITY

1. Selected candidates will provide a medical certificate, signed by their regular attending physician stating that they are physically capable of performing firefighting duties.
2. Candidates must provide a current criminal background check with no relevant convictions.
3. Candidates must provide a current, satisfactory drivers abstract.
4. Candidates must pass a physical agility test.
5. Candidates must be willing to work in adverse conditions.
6. Candidates must be willing to be on call the minimum required hours per week.
7. Candidates must be able to work well with others within a paramilitary work environment.
8. Candidates must participate in the departments training programs.

I, the undersigned, have read, understand, and accept the above minimum eligibility requirements for the position of volunteer firefighter with Oyster River Fire Rescue.

Name:

Date:

OYSTER RIVER FIRE RESCUE
SELF EVALUATION QUESTIONNAIRE

Use the following questions to help you decide if firefighting is the appropriate choice for you.

ASK YOURSELF:

- 1) Does my lifestyle support ethical and responsible choices and actions?
- 2) Am I prepared to maintain a level of professionalism on and off duty?
- 3) Have I been free from involvement in unlawful activities?
- 4) Have I adopted and do I maintain physical fitness as a way of life?
- 5) Am I physically able to perform firefighter job tasks?
- 6) Can I work for extended periods of time under difficult and strenuous conditions?
- 7) Am I free of phobias relating to height and confined spaces and am I able to maneuver with limited or no visibility?
- 8) Am I comfortable using different hand/power tools and technical equipment?
- 9) Can I disengage from emotional suffering, tragedy, or loss of life in order to complete essential job tasks?
- 10) Do I have a support system in place for debriefing and stress relief?
- 11) Have I considered the impact time away will have on my family?
- 12) Am I able to work harmoniously in close quarters with other persons?
- 13) Do I treat all people with respect, dignity, and professionalism regardless of race, creed, gender, or beliefs?
- 14) Am I able to follow and carry out complex oral and written instructions?
- 15) Does my lifestyle allow me to commit to a minimum of two hours weekly to study training materials during the recruitment / training process?
- 16) Is my family aware of the time demands that I would be under?
- 17) Do I meet and am I prepared to maintain the minimum qualifications?

APPLICATION PROCESS

Step 1: Application Review and Orientation Session

All applicants are required to submit a completed application for volunteer firefighting.

Applications will be reviewed with preference being given to those candidates who can demonstrate that they have:

- Employment or residence within the municipality or district or a reasonable response time to the fire station
- Previous firefighting or related experience
- Current First Aid and CPR Certificates
- Valid Class 5 (or higher) Driver's License with a clean abstract
- Permission to leave place of employment to respond to alarms (if applicable)
- No criminal record with occupational relevance for which a pardon has not been granted.

Step 2: Aptitude questionnaire?

Step 3: Job Specific Physical Appraisal

Selected applicants will have the opportunity to complete a job specific physical appraisal. The purpose is primarily to provide the potential volunteer with a realistic idea of tasks that they will be expected to perform and will provide the fire department with a base of skills for each candidate to plan future training as required.

Sample tasks include:

- Climbing an extension ladder and stair climb
- Uncouple and couple a hose connection
- Search an area to retrieve an object
- Lift and carry a hose roll
- Hoist and lower equipment
- Advance a hose line

Step 4: Interview

During the interview the following should be discussed with the candidate.

- Reasons for wishing to become a firefighter
- Reaction of their employer
- Life style and community stability
- Physical condition
- Understanding the expectations of the department
- Present occupation
- Availability for department work
- Previous experience
- Proximity to fire station, home location
- Physical requirements
- Criminal record / driver's abstract if necessary

Step 5: Medical Evaluation by a physician

Step 6: Reference checks

OYSTER RIVER FIRE RESCUE

APPLICATION FOR VOLUNTEER FIREFIGHTERS

| SECTION A: NAME AND CONTACT INFORMATION | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----|
| 1. First Name: | 2. Last Name: | |
| 3. Home Address: (Number, Street, City, Province and Postal Code) | | |
| 4. Home Phone: () | 5. Cell Phone: () | |
| 6. Email Address: | | |
| 7. Please tell us how you heard about the Oyster River Fire Rescue? | | |
| <input type="checkbox"/> Newspaper <input type="checkbox"/> Firefighter <input type="checkbox"/> Recruitment Poster <input type="checkbox"/> Webpage <input type="checkbox"/> Other _____ | | |
| SECTION B: BASIC REQUIREMENTS | | |
| 8. Do you currently live in the Oyster River fire protection Area? | No | Yes |
| 9. Are you 19 years of age or older? | No | Yes |
| 10. Do you have any medical conditions or disabilities that would inhibit your ability to perform the duties of a firefighter? <i>Note: A medical clearance form must be completed by your physician stating that you do not have any conditions that would restrict your ability to perform the duties of a firefighter. You will not be able to complete any fitness tests until this form has been completed by your physician.</i> | No | Yes |
| Do you have any criminal or summary convictions that would prevent you from being bonded? <i>Note: A criminal record search conducted by the RCMP is required of all individuals before final acceptance to the Oyster River Fire Rescue.</i> | No | Yes |

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------|
| <p>11. Do you have a valid Class 5 BC Driver's License? Restrictions?</p> <p><i>Note: A satisfactory drivers abstract will be required prior to starting your training with Oyster River Fire Rescue.</i></p> | <p>No</p> <p>No</p> | <p>Yes</p> <p>Yes</p> |
| <p>12. Do you have a valid Class 3 or greater driver's license with air brake endorsement? Restrictions?</p> <p><i>Note: A satisfactory drivers abstract will be required prior to starting your training with Oyster River Fire Rescue</i></p> | <p>No</p> <p>No</p> | <p>Yes</p> <p>Yes</p> |
| <p>13. Do you have your own vehicle for transportation?</p> | <p>No</p> | <p>Yes</p> |
| <p>14. Do you have any phobias? (height, enclosed spaces. etc.) that would inhibit your ability to perform the duties of a firefighter? (if yes please explain)</p> | <p>No</p> | <p>Yes</p> |
| SECTION C: AVAILABILITY | | |
| <p>15. Are you willing and able to participate in a minimum of one 2-hour practice session every week and occasional weekend sessions.</p> <p><i>(Tuesday for the first year or Wednesday night for subsequent years from 7:00 to 9:00 p.m.)</i></p> | <p>No</p> | <p>Yes</p> |
| <p>16. Do you understand that in order to be available for emergency call-outs, you must be able to arrive at the fire station promptly and have abstained from alcohol and drugs for the previous 12 hours?</p> | <p>No</p> | <p>Yes</p> |
| <p>17. Are you willing and able to retain and wear an emergency pager and respond to emergencies 24 hours per day, seven days per week?</p> | <p>No</p> | <p>Yes</p> |
| <p>18. Are you willing and able to participate in the occasional weekend training program at the ORFR firehall or out of town?</p> | <p>No</p> | <p>Yes</p> |

| | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|----------------------------------------------|------------------------------------------------------------------------------|
| 19. Please place a check mark next to the times that you are in the Oyster River fire protection area and available to respond to emergencies. | | | |
| Monday to Friday: | <input type="checkbox"/> Midnight to 6 am | <input type="checkbox"/> 6 am to 6 pm | <input type="checkbox"/> 6 pm to midnight <input type="checkbox"/> |
| Saturday & Sunday | <input type="checkbox"/> Midnight to 6 am | <input type="checkbox"/> 6 am to 6 pm | <input type="checkbox"/> 6 pm to midnight |
| 20. Please place a check mark next to the average amount of time you are willing and able to spend on a weekly basis on firefighting related activities? | | | |
| <input type="checkbox"/> 2 hours or less | <input type="checkbox"/> 2 to 4 hours | <input type="checkbox"/> 4 - 6 hours | <input type="checkbox"/> 6+ hours |
| SECTION D: EMPLOYMENT | | | |
| 21. Are you currently employed? | | No | Yes |
| Do you have more than one employer? | | No | Yes |
| 22. How many hours do you work on a weekly basis? | | _____ hours per week | |
| 23. What time do you start and finish work? | | Start | Finish |
| 24. Are you a shift worker? (If yes, please describe your shift) | | No | Yes |
| 25. Is your place of employment located in the Oyster River fire protection area? | | No | Yes |
| 26. Would your employer allow you to respond to emergency calls during working hours? | | No | Yes |

SECTION F: REFERENCES:

Reference Name: _____

Organization/Dept: _____

Title/Position: _____

Telephone number: _____

Reference Name: _____

Organization/Dept: _____

Title/Position: _____

Telephone number: _____

Reference Name: _____

Organization/Dept: _____

Title/Position: _____

Telephone number: _____

SECTION G: APPLICANT'S DECLARATION

I, the undersigned apply to become a volunteer firefighter with Oyster River Fire Rescue, and if accepted, will abide by the rules, policies, and guidelines established by the Oyster River Fire Rescue and the Comox Valley Regional District.

- I consent to a Criminal records search, to be performed by the RCMP, if I am selected for a final interview, and agree to complete and sign any additional consent or other form required by the RCMP for this purpose.
- I agree to provide written confirmation from a physician that I am physically able to perform the duties of a firefighter if I am accepted for training.
- I will sign a waiver form prior to any departmental physical entrance testing which absolves the CVRD and the Oyster River Fire Rescue of any responsibility for illness or injury as a result of such entrance testing.
- I agree to the use of my likeness in promotional activities within the Fire Services however my consent will be secured prior to my likeness being utilized in each instance.
- I agree to attend an information session with my partner to gain more information about Oyster River Fire Rescue

I certify that all statements in this application are true and correct. I agree and understand that any misstatement of material facts in this application may cause loss of all rights to membership with Oyster River Fire Rescue.

Signature

Date