

COLUMBIA VALLEY

RURAL FIRE AND RESCUE SERVICES



Fire Chief Drew Sinclair

RDEK Columbia Valley Rural Fire and Rescue Services

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Thank you for considering serving your community as a member of the Columbia Valley Rural Fire and Rescue Service.

VISION STATEMENT

To be recognized by our community as a model of excellence in providing protective services through education, prevention and mitigation; and to be dedicated to leadership that fosters community involvement, trust and innovation, responsive to the needs and concerns of our community.

MISSION STATEMENT

Columbia Valley Fire Departments provide essential services that will enhance public safety and preserve property and the department will endorse conservation of the environment in their service delivery methods.

COLUMBIA VALLEY RURAL FIRE AND RESCUE

The Columbia Valley Rural Fire and Rescue Service (CVFRS) consists of four Fire Departments. The four stations include Windermere (administration), Fairmont, Edgewater and Panorama Fire Departments. While there are four separate Fire Halls, we often work together during training events and incidents.

WINDERMERE FIRE SERVICES (Administration):

Windermere Fire Department provides fire protection to the citizens of the Regional District of East Kootenay, located in the Windermere Fire Protection area in the form of:

- Structural fire protection
- Vehicle incident response
- Medical first responder service
- Wildland & urban interface fire support
- Technical Rescue Services
- Water & ice rescue

FAIRMONT FIRE SERVICES:

Fairmont Fire Department provides fire protection to the citizens of the Regional District of East Kootenay, located in the Fairmont Fire Protection area in the form of:

- Structural fire protection
- Vehicle extrication & response
- Medical first responder service
- Wildland & urban interface fire support
- Technical Rescue Services

PANORAMA FIRE SERVICES:

Panorama Fire Department provides fire protection to the citizens of the Regional District of East Kootenay, located in the Panorama Fire Protection area in the form of:

- Structural fire protection
- Vehicle incident response
- Medical first responder service
- Wildland & urban interface fire support
- Technical Rescue Services
- Swiftwater rescue

EDGEWATER FIRE SERVICES:

Edgewater Fire Department provides fire protection to the citizens of the Regional District of East Kootenay, located in the Edgewater Fire Protection area in the form of:

- Structural fire protection
- Vehicle incident response
- Medical first responder service
- Wildland & urban interface fire support
- Technical Rescue Services



ABOUT OUR OPERATIONS

The Columbia Valley Fire Departments are paid-on-call fire departments. This means you receive payment only when you attend regular scheduled practices and/or respond to incidents. Each department trains weekly with some weekend training opportunities.

- **Windermere Fire Department:**
 - o Normally trains every Tuesday evening for two hours starting at 1930-2130hrs
- **Edgewater Fire Department:**
 - o Normally trains every Thursday evening for two hours starting at 1830-2030hrs
- **Fairmont Department:**
 - o Normally trains every Thursday evening for two hours starting at 1930-2130hrs
- **Panorama Department:**
 - o Normally trains every Tuesday evening for two hours starting at 1900-2100hrs

THE COMMITMENT

Becoming a firefighter takes commitment. You need to keep up with your training so that you are ready to answer the call when it comes.

- Our departments train weekly.
- Our firefighters are required to complete a minimum of 70 hours of training in a 12-month period.

Sometimes training is offered on the weekend or over multiple days. In addition, there will be times when we train with members of our other local Fire Departments.

THE BENEFITS

Aside from receiving valuable, professional training and the satisfaction of knowing you are helping others in your community, there are numerous other benefits of being a firefighter in the RDEK.

Paid-on-call members are paid per hour for training and incident response. Plus, the training is provided at no cost to you.

Following the six-month probation, and as long as they complete required training and response hours, members are also eligible for a benefits package which includes:

- life insurance;
- dental;
- extended medical; and,
- access to the Employee Assistance Program.

If you are interested in learning more about what the experience is like as a firefighter, or how you'd fit on our team, contact the Chief today and make arrangements to visit the Hall, come watch a training session, or speak to other firefighters.

REQUIRED QUALIFICATIONS

Requirements of recruits to begin the interview process:

- At least 18 years of age;
- Completed Grade 12 or equivalent;
- Possess the mental and physical health to adequately perform the duties of an emergency responder; and,
- Valid Driver's Licence and be capable of obtaining air brake endorsement.

A comprehensive background check is conducted on applicants to establish evidence of good moral character, a well-adjusted personality, community commitment and a pattern of conduct acceptable to the Columbia Valley Rural Fire & Rescue Service.

HOW TO APPLY

To apply to be part of our team:

1. Pick up/download an application form.
2. Review the package.
3. Fill out the application form and submit it the Fire Chief.
4. Once the application is received, you will be required to meet with the Fire Chief and/or Chief Officer for an interview.



RECRUITMENT PACKAGE

COLUMBIA VALLEY

RURAL FIRE AND RESCUE SERVICES

The following pages contain important information and all of the required documentation to complete your recruitment package. Please review the information carefully and fill out the forms as thoroughly as possible.

APPLICATION CHECKLIST:

At the back of this package, you will find forms to fill out as part of your application. In addition, other information will be required as part of your application. Please use the checklist below as a guide.

- o Resume and Cover Letter
- o Medical Letter (completed and signed by physician)
- o Driver's Abstract
- o Criminal Records Check (bring completed authorization letter to an RCMP detachment)
- o Vulnerable Person's Screening Check
- o Completed Application Form

RECRUITMENT INFORMATION PACKAGE:

Requirements of recruits to begin the interview process are:

- Must be at least 18 years of age;
- Must have completed Grade 12 or equivalent;
- Must possess the mental and physical health to adequately perform the duties of a firefighter; Must have a valid Driver's Licence and be capable of air brake endorsement;
- Must submit the following:
 - Criminal Records Check;
 - Vulnerable Persons Screening Check; and,
 - Driver's Licence Abstract.

The Regional District of East Kootenay provides training for new recruits.

BACKGROUND CHECK:

A comprehensive background check is conducted on applicants to establish evidence of good moral character, a well-adjusted personality, community commitment and a pattern of conduct acceptable to the Regional District of East Kootenay's Rural Fire & Rescue Service.

MEMBER BENEFITS AND COMPENSATION:

Members who complete their training are offered benefits which include:

- **Pay Scale Rate**
 - Firefighter
 - Remuneration pay is provided after 6 months of membership, as long as requirements of training and incident response are met
 - Minimum 2-Hour Call Out - \$20/Hour
 - Special Duty Work - \$25/Hour
- **Family Health Benefit Program**
 - Provided after 6 months membership, 70 hours of commitment annually to maintain
 - Life Insurance
 - Extended Health, Dental, Employee Assistance Program

HIRING PROCESS:

- Upon receipt of a resume and confirmation of the pre-requisite requirements, the applicant will be required to meet for an interview with Fire Chief and/or Chief Officer(s).
- At the interview the candidate must produce their valid Driver's Licence and Driver's Abstract. A course outline will be discussed; an explanation on the amount of training you will be required to take in the one year period to receive your RDEK firefighting core training will be discussed.
- The Committee will advise you shortly after your interview if you have been successful.

Members can face highly stressful and physically demanding situations. During your training period, you will be constantly evaluated and will be expected to perform all the training evolutions. If you are physically incapable of meeting these objectives during your training you may be released from the training program.

ADVANCEMENT:

- Successful candidates will then become a “Firefighter Recruit”. Delivery of the basic training will involve a combination of online modules, classroom theory, and practical skills training, and may include Pro-Board testing and Certification through the College of the Rockies. Training is delivered weekly over a 5-month period and over several weekends.
- During the months of firefighter training, the Recruit will be evaluated on their performance. Firefighters will also be required to attend at least 70 hours of ongoing training per year. The department will provide a First Responder course for all recruits at the department’s expense.
- Upon passing their RDEK Firefighting core training, the Recruit may be hired as a Basic Firefighter and placed on a one year probationary period at which time they will be mentored and become familiar with, the operating guidelines of the Fire Department.
- Following the successful completion of the one year probation and completion of the Basic Firefighter training, the Firefighter will become a full member of the Fire Department.
- Upon review and approval by the Fire Chief and/or hiring committee, a candidate possessing all of the required qualifications as outlined in the Basic Firefighter job description, may be eligible to join the Fire Department as a Basic Firefighter and may not be required to take the Firefighter Recruit program. The new firefighter will still be subject to the probationary period.

PRIORITIES OF A REGIONAL DISTRICT OF EAST KOOTENAY PAID-ON-CALL FIREFIGHTER:

- Safety
- Family
- Employment
- Fire Department

FIREFIGHTER RECRUIT JOB DESCRIPTION:

This position is primarily a trainee position. Most training will be provided at the Fire Department’s expense, coordinated by the Fire Department’s Training Officer. This position reports to the Fire Chief, Deputy Fire Chief, Assistant Fire Chief, Training Officer or Senior Officer as applicable. Duties can include, but are not limited to, routine maintenance and upkeep of vehicles, fire fighting equipment, RDEK owned buildings and property.

OPERATIONAL DUTIES AND RESPONSIBILITIES:

- Passes the RDEK fire department core training program;
- Attends 70 hours of ongoing training in each 12 month period;
- Passes First Responder qualifications (if pursuing First Responder);
- Receives telephone calls, radio transmissions, assists with dispatching proper apparatus, equipment and personnel;
- Operates all fire and emergency services vehicles and equipment as required;
- Maintains all equipment, vehicles and facilities as directed or required;
- Writes reports as required;
- Works on a variety of assigned projects and provides reports as required;
- Participates in public education and public relations functions as required or assigned;
- Adheres to WorksafeBC regulations, OH&S regulations and promotes a safe working environment;
- Adheres to RDEK policies and procedures, department orders and operating guidelines; and
- Performs other duties and accepts responsibilities as delegated or required by circumstance.
- Ability to attend evening and week-end meetings, training or other events, as required, and to work additional hours in the event of an emergency; and,
- Ability to physically perform strenuous and demanding tasks, including all aspects of technical rescue.

QUALIFICATIONS:

- Must be at least 18 years of age with a Grade 12 or G.E.D. or equivalent;
- Must maintain a valid Driver's Licence sufficient to operate all department vehicles and possess the ability and willingness to drive on roads and highways, day or night, in all types of weather;
- Capable of obtaining air brake endorsement;
- Provide and maintain a clear driver's abstract, Vulnerable Persons Screening Check, and a Criminal Records Check;
- Familiarity in the operation of computers and software, preferably Microsoft Office (Word, Access, Excel and Outlook). Knowledge of modern office practices, procedures, and equipment;
- Ability to communicate effectively both orally and in writing in the English language and deal courteously, tactfully and diplomatically with elected officials, managers, other employees, volunteers, the public, the media, contractors, and other agencies;
- Ability to attend evening and week-end meetings, training or other events, as required, and to work additional hours in the event of an emergency; and,
- Ability to physically perform strenuous and demanding tasks, including all aspects of technical rescue. Provide a doctor's note or letter advising of ability to perform tasks associated with fire fighting.

PREFERRED QUALIFICATIONS:

- First Aid certification (OFA or equivalent), or First Responder Level III
- FF1 & 2 (NFPA 1001) with HAZMAT Operations (NFPA 1072)

PREPARING FOR THE INTERVIEW:

The interviews will be held upon receipt of the application and confirmation of the pre-requisite requirements. Interviews will be held at your convenience, evenings or weekends.

Tips for a successful interview:

- Review your application.
- Be early for your interview.
- Make yourself comfortable.
- Be yourself.
- Listen to the entire question; ask to repeat a question, if necessary. When answering a question, address the member asking the question. Answer the question as briefly as possible.

Thank you for your application.

*We appreciate you considering becoming a paid-on-call Firefighter with the
Regional District of East Kootenay, working to improve the safety of our community.*

FIREFIGHTER RECRUIT APPLICATION FORM

Please consider the following when submitting your application

1. Incomplete applications will not be considered;
2. All questions must be answered in full and copies of all related licenses, certificates, diplomas, receipts and other requirements must be attached.

INTENDED DEPARTMENT

- ☐ **Windermere**
Fire Department
 ☐ **Fairmont**
Fire Department
 ☐ **Edgewater**
Fire Department
 ☐ **Panorama**
Fire Department

APPLICANT'S INFORMATION

Legal Name (Last, First, Middle)	
Home Address (Street Number, Street Name, City, Province, Postal Code)	
Mailing Address (if different from home address)	
Home Phone	Cell Phone
Work Phone	Email Address

EDUCATION

High School graduation Yes <input type="radio"/> No <input type="radio"/> GED Yes <input type="radio"/> No <input type="radio"/>	Highest Grade Completed
Additional Comments	
College/University (Program Name(s), Level Achieved – Degree, Certificate, Diploma)	
Vocational/Trade/Technical (Program Name(s), Level Achieved – Degree, Certificate, Diploma)	
Other Certificates/Licenses (Please list along with additional comments)	
Certificates/Transcripts Attached?	Yes <input type="radio"/>

GENERAL INFORMATION

How long have you resided in the area for?
How many years have you been at your present address?
Do you have a regular exercise program? Yes <input type="radio"/> No <input type="radio"/> If yes, describe the frequency and for how many years:
In a typical week, what percentage of your time would be devoted to the following: _____% - Work Hours _____% - Family Time _____% - Leisure/Hobby _____% - Household Activities _____% - Sports/Recreation _____% - Free Time _____% - Sleeping/Other In addition to incident response, we require members to complete a minimum of 70 hours in a 12-month period . Given your schedule, do you feel you could honour this commitment? Yes <input type="radio"/> No <input type="radio"/>
Are you afraid of heights? Yes <input type="radio"/> No <input type="radio"/>
Are you claustrophobic or have issues with confined spaces? Yes <input type="radio"/> No <input type="radio"/>

EMPLOYMENT DATA

Current Employer	
Address	
Contact Name, Title	Telephone Number
Position Title	Years of Service
Job Duties	
Previous Employer	
Address	
Contact Name, Title	Telephone Number
Position Title	Years of Service
Job Duties	

REFERENCES:

Please provide 2 references that we can contact.

Reference #1	
Contact Name, Title	Telephone Number:
Email Address	Alternate Number:
Reference #2	
Contact Name, Title	Telephone Number:
Email Address	Alternate Number:

QUALIFICATIONS

BC Driver's Licence	Yes <input type="radio"/>	No <input type="radio"/>	Out of Province <input type="radio"/>	Class
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OTHER PREFERRED QUALIFICATIONS

Firefighting Certification	Yes <input type="radio"/>	No <input type="radio"/>	Level	Agency
Hazardous Materials Certification	Yes <input type="radio"/>	No <input type="radio"/>	Level	Agency
First Aid Certificate	Yes <input type="radio"/>	No <input type="radio"/>	Level	Expiry Date
CPR Certificate	Yes <input type="radio"/>	No <input type="radio"/>	Level	Expiry Date
Advanced Driver Training	Yes <input type="radio"/>	No <input type="radio"/>	Level	Agency
Air Brake Endorsement	Yes <input type="radio"/>	No <input type="radio"/>	Level	
Air Brake Theory	Yes <input type="radio"/>	No <input type="radio"/>	Level	
Rescue Training & Certification (List all that apply)	Subject & Level Obtained			Agency
Equipment & Small Tools you are able to operate (specify licenses or certificates where applicable)				

Swimming qualifications apply to fire departments that provide water rescue services.

Are you a competent swimmer?	Yes <input type="radio"/>	No <input type="radio"/>
Life Saver/Swim Training	Yes <input type="radio"/>	No <input type="radio"/>
Swim Certificates Obtained		

Certificates Attached? Yes ☐

CRIMINAL RECORD CHECK

Note: in addition to filling out this section, you will also need to take the separate Request for Criminal Record Check to the RCMP for them to fill out.

Have you ever been convicted of a criminal offence to which a pardon has not been granted?	Yes <input type="radio"/>	No <input type="radio"/>
If yes, give details:		

MEDICAL DATA

Note: in addition to filling out this section, you will need to take the separate Medical Letter to your physician to fill out?

Do you have any of the following, which may prevent you from performing all or some of the duties of a Firefighter?

Medical disability?	Yes <input type="radio"/>	No <input type="radio"/>
Color vision impairment?	Yes <input type="radio"/>	No <input type="radio"/>
Hearing impairment?	Yes <input type="radio"/>	No <input type="radio"/>
Corrective lenses?	Yes <input type="radio"/>	No <input type="radio"/>
Other?	Yes <input type="radio"/>	No <input type="radio"/>
If you answered yes to any of the above, provide details.		
Do you have any previous injuries that could affect your ability to perform the duties of a firefighter? Yes <input type="radio"/> No <input type="radio"/> If so, what type of injuries?		

ADDITIONAL INFORMATION:

Is there any additional information regarding your application or qualifications you would like to share?	Yes <input type="radio"/>	No <input type="radio"/>
If yes, please provide details here:		

INTENTIONS:

My reasons for wishing to join the Columbia Valley Rural Fire and Rescue Service are as follows:

CONFIRMATION

I declare that all statements made in this application are true and I understand that any misrepresentation of material facts herein may cause forfeiture of my rights to become a paid-on-call firefighter with the Regional District of East Kootenay.

X _____
Signature of Applicant

Date

Please ensure that all questions have been answered in full and copies of all related licenses, certificates, diploma, transcripts, and other requirements are attached.

MEDICAL LETTER:

Dear Physician;

The applicant has applied to the Regional District of East Kootenay's Rural Fire & Rescue Service for the position of Firefighter Recruit.

Please complete the following questionnaire with regard to the applicant's ability to meet the physical, emotional and psychological demands of this position.

For your reference, a job tasks and description is attached.

Applicant Information:

Name:
Address:

Physician Information:

Name:
Address:

Assessment:

Please review the role description carefully.

Is the applicant medically fit to perform the duties described?	Yes <input type="radio"/>	No <input type="radio"/>
Is the applicant prescribed any medication that may affect his or her ability to perform the duties described?	Yes <input type="radio"/>	No <input type="radio"/>
Are there any other medical concerns that may impact on the individual's ability to perform the duties described?	Yes <input type="radio"/>	No <input type="radio"/>
Comments:		

I, the undersigned, am a legally qualified medical practitioner, licensed to practice in the Province of British Columbia. This report confirms my evaluation and medical opinion of the applicant.

X _____
Signature

Date

CC Personnel file

JOB TASKS AND DESCRIPTION:

The following medical standards for the requirements outlined under the *National Fire Protection Association Standard on Comprehensive Occupational Medical Program for Fire Departments 2007 Edition* (referred to as "NFPA 1582").

The following information is provided as a general guideline and is not all-encompassing. The fire department shall evaluate the following 13 essential job tasks against the types and levels of the emergency services provided to the local community by the fire department.

1. Perform firefighting tasks (hose line operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective ensembles and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods.
2. Wearing a SCBA which includes a demand valve-type positive-pressure face piece or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads.
3. Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA.
4. Depending on the local jurisdiction, climbing five or more flights of stairs while wearing fire protective ensemble weighting at least 50 lb (22.6 kg) or more and carrying equipment/tools weighting an additional 20 to 40 lb (9 to 18 kg).
5. Wearing fire protective ensemble that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2 F (39°C).
6. Searching, finding, and rescue dragging or carrying victims ranging from newborns up to adults weighting over 200 lb (90 kg) to safety despite hazardous conditions and low visibility.
7. Advancing water filled hose line up to 2 1/2 in. (65 mm) in diameter from fire apparatus to occupancy (approximately 150ft (50m)), which can involve negotiating multiple flights of stairs, ladders, and other obstacles.
8. Climbing ladders, operating from heights, walking or crawling in the dark along narrow or uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.
9. Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medications(s), or hydration.
10. Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.
11. Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces; that is further aggravated by fatigue, flashing lights, sirens, and other distractions.
12. Ability to communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protective systems (sprinklers).
13. Functioning as an integral component of a team, where sudden incapacitation of a member can result in risk of injury or death to civilians or other team members."

REQUEST FOR CRIMINAL RECORD CHECK:

Columbia Valley RCMP

4936 - Athalmer Road
Invermere BC, V0A 1K0
Tel: 250-342-9292
Fax: 250-342-0197

Subject: Request for Criminal Record Check

Please complete a Criminal Record Check Form 3584E (For Employment/Volunteer work with Vulnerable Sector), for the following Firefighter Candidate:

Name:
Date of birth:

Applicant Authorization:

I hereby authorize the Cranbrook or Columbia Valley RCMP to release a copy of my completed Criminal Record Check for Employment/Volunteer work with Vulnerable Sector to the Windermere Fire Department:

X _____
Signature of applicant

Date

The above noted person has applied for a position with an RDEK Fire Department. As this is a volunteer position we request that the fees for the application be waived.

The RCMP Officer may email the completed criminal record/vulnerable persons check to the Fire Chief. They may also mail the completed form to the office of the Fire Chief, located in the Windermere Fire Hall, at the address listed below.

Drew Sinclair, Fire Chief

Regional District of East Kootenay
1635 Kootenay, Windermere BC V0B 2L2
Tel: 250-342-6214
dsinclair@rdek.bc.ca