



Elko Fire Department Recruitment Package



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Thank you for considering serving your community

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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:

Elko Volunteer Fire Department will 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.

Elko Fire Services

Elko Volunteer Fire Department will provide fire protection to the citizens of the Regional District of East Kootenay, located in the Elko Fire Protection service area in the form of:

- Structure fire protection;
- Vehicle fire protection;
- Medical first responder service;
- Interface fire support; and
- Hazardous material awareness.

Elko Volunteer Fire Department operates as a satellite fire hall with Baynes Lake Volunteer Fire Department. This means that Baynes Lake Fire Department Volunteers will automatically respond to all structural fires within the Elko Fire Protection service area.

Elko Fire Department Operations:

Elko Fire Department is a volunteer, paid-on-call fire department. This means you receive payment only when you attend regular approved scheduled practices and respond to incidents.

Recruitment:

Requirements of recruits to begin the interview process are:

- Must be at least 18 years of age;
- Must possess the mental and physical health to adequately perform the duties of a firefighter;
- Must have a valid driver's license;
- Must be able to obtain First Aid Certification – First Responder level III; and

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- Must submit the following:
 - Criminal Records Check (application is to be obtained from the nearest RCMP Detachment to where the applicant lives) ;
 - Vulnerable Persons Screening Check; and
 - BC Drivers License Abstract.

Elko Volunteer Fire Department will provide training for new recruits through their training division.

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 Elko Volunteer Fire Department.

Hiring Process:

- Upon receipt of a application 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 license and Driver's Abstract. A course outline will be discussed; an explanation on the amount of training you will be required to take will be discussed.
- The Committee will advise you shortly after your interview if you have been successful.

Firefighters, especially volunteer (paid-on-call) 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.

TAKE ACTION . . . VOLUNTEER

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Advancement:

- Once all background checks are completed and requirements are fulfilled the recruit will attend an interview.
- Recruits will then become a “Firefighter Recruit”, at which time they will have up to complete 48 hours of training per year.
- During the months of firefighter training, the Recruit will be evaluated on their performance..
- The department will provide a First Responder course for all Basic Firefighters if pursuing First Responder certification.

VOLUNTEER . . . IT'S THE
EXPERIENCE OF A LIFETIME

Priorities of an Elko Fire Department Volunteer

- *Safety*
- *Family*
- *Employment*
- *Fire Department*

Employee Benefits:

Description/Classification	Pay Scale Rate
Firefighter Minimum 2 Hour Call	Training \$10/Hour Incident \$12/Hour Special Duty \$25/Hour
First Responder (Achieved after completion of First Responder qualifications)	\$1.00/above firefighter incident pay
Captain Stipend (Duty Officer Rotation Required)	\$200/Month
Battalion Chief Stipend (Duty Officer Rotation Required)	\$250/Month
Radio On-Call	\$20/24 Hours
Family Health Benefit Program (Provided after 6 months of membership, 70 hours of commitment annually to maintain)	Life Insurance, Extended Health, Dental, EAP

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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 department's Training Officer. This position reports to the Fire Chief, Deputy Fire Chief, Training Officer or Senior Officer as applicable. Duties can include, but not limited to, routine maintenance and upkeep of vehicles, firefighting equipment, RDEK owned buildings and property.

Operational Duties and Responsibilities:

- Will attend 48 hours of training in a 12 month period;
- Will pass 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;
- Completes computer inputting and filing, 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 WCB 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.

Qualifications:

- Must be at least 18 years of age;
- Must maintain a Valid British Columbia Driver's License 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 a Class 3 license with air brake endorsement;
- Provide and maintain a clear driver's abstract, Criminal Records Check and a Vulnerable Persons Screening 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 advising of ability to perform tasks associated with firefighting.

Preferred Qualifications:

- First Aid certification (or equivalent), or First Responder Level III.

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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.

APPLICANTS 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
Personal Health (Care Card) Number	Email address

EDUCATION

High School graduation <input type="checkbox"/> Yes <input type="checkbox"/> No	Highest Grade Completed
GED <input type="checkbox"/> Yes <input type="checkbox"/> No	
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 <input type="checkbox"/> Yes	

EMPLOYMENT DATA

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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	
Previous Employer	
Address	
Contact Name, Title	Telephone Number
Position Title	Years of Service
Job Duties	
May we contact your current or previous employers for references? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, please specify why	

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QUALIFICATIONS

BC Drivers License	<input type="checkbox"/> Yes <input type="checkbox"/> No	Class
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OTHER PREFERRED QUALIFICATIONS

First Aid Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level	Expiry Date
Air Brake Certification	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Air Brake Theory	<input type="checkbox"/> Yes <input type="checkbox"/> No		
CPR Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No	Expiry Date	
<i>Swimming qualifications apply to fire departments that provide water rescue service.</i>			
Are you a competent swimmer?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Life Saver/Swim Training	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Swim Certificates Obtained?			
Equipment & Small Tools you are able to operate (specify licenses or certificates where applicable)			
Certificates Attached <input type="checkbox"/> Yes			

CRIMINAL RECORD CHECK

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

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MEDICAL DATA

Do you have any of the following, which may prevent you from performing all or some of the duties of a Firefighter?	
Medical disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Color vision impairment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hearing impairment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Corrective lenses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes to any of the above, provide details.	

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 volunteer firefighter with the Regional District of East Kootenay.	
X _____ Signature of Applicant	_____ Date
<i>Please ensure that all questions have been answered in full and copies of all related licenses, certificates, diploma, transcripts, and other requirements are attached.</i>	

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Medical Letter:

Dear Physician;

The applicant has applied with the Elko Volunteer Fire Department 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.

1. Is the applicant medically fit to perform the duties described? Yes No
2. Is the applicant prescribed any medication that may affect his or her ability to perform the duties described? Yes No
3. Are there any other medical concerns that may impact on the individual's ability to perform the duties described? Yes No

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.

Signature

Date

cc Personnel file"¹

¹ Volunteer Recruitment and Retention Template, Ontario Office of the Fire Marshal

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Job Tasks and Description:

“The following medical standards for the requirements outline 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 (hoseline 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 facepiece or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads.
3. Exposure to toxic fumes, irritants, particulates, biological (infectious) and nonbiological 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 hoseline up to 2 ½ 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 hoselines 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.”²

² Fire Department Recruitment, The City of Calgary Fire

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Application Checklist:

- Application and copies of any Certificates, Diplomas, or Transcripts
- Medical Letter (completed and signed by physician)
- Driver's Abstract
- Criminal Records Check
- Vulnerable Persons Screening Check

Preparing for the Interview:

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

Tips for a successful interview:

- Review your resume.
- 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 member of the Elko Volunteer Fire Department, working to improve the safety of our community.

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Request for Criminal Record Check:

Cranbrook RCMP

31 -11th Avenue South
Cranbrook BC V1C 2N9
Tel: 250-489-3471
Fax: 250-417-4211

Fernie RCMP

1302 - 5th Avenue
Fernie BC V0B 1M0
Tel: 250-423-4404

Subject: Request for Criminal Record Check

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

Full Legal Name

Date of Birth

Applicant Authorization:

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

Signature of Applicant

Volunteer Position

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 fax the completed criminal record/vulnerable persons check to the Jaffray Fire Department at 250-429-3143. They may also mail the completed form to the office of the Fire Chief, located in the Jaffray Fire Hall, at the address listed below.

Thank you,



Dave Boreen

Fire Chief

Regional District of East Kootenay

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