

# Windermere Fire Department Recruitment Package



Fire Chief Jim Miller

Columbia Valley Rural Fire & Rescue Services

1635 Hwy 93/95, Windermere BC, V0B 2L2

Phone: 250-342-6214

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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:**

The Windermere 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.

### **Windermere Fire Services:**

The Windermere Volunteer Fire Department is a part of the Columbia Valley Rural Fire & Rescue Services Group, providing fire protection and rescue services to the citizens of the Regional District of East Kootenay. The services provided by the Columbia Valley Group may include some or all of the following disciplines:

- Structure fire protection
- Vehicle extrication & fire protection
- Medical first responder service
- Wildland & urban interface fire support
- Hazardous materials response
- Technical Rescue Services such as; Rope, Swift/Flat water, Ice, Confined Space, etc.

Windermere works in partnership to help protect the citizens of the Regional District of East Kootenay. Windermere Fire is one of seven fire departments that make up the Columbia Valley Mutual Aid District protecting communities within the RDEK (Edgewater, Windermere, Panorama, and Fairmont), Village of Radium, District of Invermere, and Village of Canal Flats.

### **Windermere Fire Department Operations:**

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

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### Recruitment:

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 BC driver's license and be capable of obtaining a Class 3 license with air brake endorsement;
- Must be able to obtain First Aid Certification – Occupational First Aid 3 or First Responder level III with spinal and AED endorsement; and
- Must submit the following:
  - Criminal Records Check;
  - Vulnerable Persons Screening Check and
  - BC Drivers License Abstract.

Windermere Volunteer Fire Department provides training for new recruits through its 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 Windermere Volunteer Fire Department.

### 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 BC 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 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.

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 background checks are completed and requirements met, the recruit will attend an interview.
- Successful candidates will then become a “Firefighter Recruit”, at which time they will complete the RDEK’s Basic Fire Training School. 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 3-month period.
- During the months of firefighter training, the Recruit will be evaluated on their performance. Firefighters will also be required to attend at least 48 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 Windermere Volunteer 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 Windermere 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 Windermere 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.

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

#### *Priorities of a Windermere Fire Department Volunteer*

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

### Employee Benefits:

Description/Classification	Pay Scale Rate
<b>Firefighter Recruit</b> (Trainee)	No compensation prior to core exams
<b>Basic Firefighter</b> (Achieved after RDEK fire department core training)	\$20/hr
<b>Firefighter</b> (Achieved after completed RDEK fire department core training & training for all services (vehicle extrication, water rescue, etc))	\$20/hr

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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, fire fighting equipment, RDEK owned buildings and property.

### Operational Duties and Responsibilities:

- Passes the RDEK fire department core training program;
- Attends 48 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;
- 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 with a Grade 12 or G.E.D.;
- 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, 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 472)



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## 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.

### 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
Work Phone	Email Address
Personal Health (Care Card) Number	Social Insurance (SIN) Number

### 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		

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### EMPLOYMENT DATA

<b>Current Employer</b>	
Address	
Contact Name, Title	Telephone Number
Position Title	Years of Service
Job Duties	
<b>Previous Employer</b>	
Address	
Contact Name, Title	Telephone Number
Position Title	Years of Service
Job Duties	
<b>Previous Employer</b>	
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 <input type="checkbox"/> Out of Province:	Class
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### OTHER PREFERRED QUALIFICATIONS

Firefighting Certification	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level	Agency
Hazardous Materials Certification	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level	Agency
First Aid Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level	Expiry Date
CPR Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level	Expiry Date
Advanced Driver Training	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level	Agency
Air Brake Endorsement	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Air Brake Theory	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Rescue Training & Certification (List all that apply)	Subject & Level Obtained		Agency
<b><i>Swimming qualifications apply to fire departments that provide water rescue services.</i></b>			
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			

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### CRIMINAL RECORD CHECK

Have you ever been convicted of a criminal offence to which a pardon has not been granted?  Yes  No

If yes, give details;

### 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
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Color vision impairment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Hearing impairment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Corrective lenses?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Other?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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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

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

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### Medical Letter:

Dear Physician;

The applicant has applied with the Windermere 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 <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Is the applicant prescribed any medication that may affect his or her ability to perform the duties described?    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Are there any other medical concerns that may impact on the individual's ability to perform the duties described? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Comments:

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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

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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 (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.”

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### Request for Criminal Record Check:

#### **Columbia Valley RCMP**

4936 Athalmer Road, Box 2220,  
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:

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*Full Legal Name*

*Date of Birth*

#### **Applicant Authorization:**

I hereby authorize the Columbia Valley RCMP to release a copy of my completed Criminal Record Check for Employment/Volunteer work with Vulnerable Sector to the Columbia Valley Rural Fire & Rescue Services:

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*Signature of Applicant*

The RCMP Officer may fax the completed criminal record/vulnerable persons check to the Columbia Valley Rural Fire & Rescue Services at 250-342-9282. 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.

Thank you,

**Jim Miller**

*Fire Chief*

*Columbia Valley Rural Fire & Rescue Services*

*1627 Hwy 93/95, Windermere, BC, V0B 2L2*

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### Application Checklist:

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

### 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 weekend.

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 application. We appreciate you considering becoming a member of the Windermere Volunteer Fire Department, working to improve the safety of our community.