

Hornby Island Fire Rescue Operational Guidelines

**ACCURATE, LEGIBLE COMPLETION OF THIS APPLICATION
FORM IS THE FIRST STEP IN THE DEPARTMENT
SCREENING PROCESS.**

**INCOMPLETE OR INACCURATE APPLICATIONS WILL NOT
BE ACCEPTED. SUPPLY ALL INFORMATION REQUESTED.**

**HORNBY ISLAND FIRE RESCUE
OPERATIONAL GUIDELINES**

TITLE Firefighter Application	NO. 5.01.01
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PLEASE PRINT ALL INFORMATION REQUESTED ON THIS APPLICATION

NAME: _____ / _____
 Surname Given names

TELEPHONE (home): _____ TELEPHONE (work): _____

PERMANENT ADDRESS: _____ POSTAL CODE: _____

BIRTH DATE: _____
 Year/month/day

BC DRIVERS LICENSE NBR: _____ CLASS: _____ AIR? Yes _____ No _____

DO YOU HAVE YOUR OWN VEHICLE FOR TRANSPORTATION? Yes _____ No _____

Note: We will request a recent copy of your Driver's Abstract as part of your application.

How long have you resided on Hornby Island? _____

Do you have any concerns with height, enclosed spaces or other situations which may affect your ability to function as a firefighter? Yes _____ No _____

If yes, please explain _____

Describe your skills applicable to the Fire Service: _____

Describe your main hobbies and interests outside of work: _____

Education

Last Secondary School grade completed (or equivalent): _____

Post Secondary, Vocational or Trade Training: Yes _____ No _____ Date: _____

Subject, degree or qualification: _____

Any additional qualifications or courses? _____

Previous firefighting experience: (where and when) _____

Work Experience

Are you presently employed:

- | | |
|--|---|
| <input type="checkbox"/> full-time (more than 35 hours/week) | <input type="checkbox"/> student |
| <input type="checkbox"/> part-time (more than 25 hours/week) | <input type="checkbox"/> unemployed |
| <input type="checkbox"/> part-time (less than 25 hours/week) | <input type="checkbox"/> other (please explain) |
| <input type="checkbox"/> self-employed (please explain) | |

Present Employer: _____ Occupation: _____

Would your employer allow you to respond to emergency calls during working hours?

Always _____ Usually _____ Rarely _____ Never _____

What are your regular hours of work? _____

Are you normally available to respond to daytime emergencies? (Monday to Friday between the hours of 7 am and 6 pm) Always _____ Usually _____ Rarely _____ Never _____

If accepted by the Fire Department as a recruit, you are required to attend weekly practices on two nights (approximately 7:30 pm to 10:00 pm) Can you meet this requirement? Yes _____ No _____

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WHY DO YOU THINK YOU WOULD BE AN ASSET TO THIS DEPARTMENT?

The personal information on this form is collected under the authority of the Municipal Act. The information will be used for the purpose of an operating program of the municipality. If you have any questions about the collection and use of this information, contact the Fire Chief.

I, the undersigned, apply to enroll as a recruit of Hornby Island Fire Rescue, and if accepted undertake to perform such duties as may be assigned to me by the Fire Chief, or his designated representative.

I verify that the information contained on this application form is true and accurate.

I hereby give consent to the Fire Department to conduct verification of the information given, as required.

Signed: _____ Date: _____

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FIREFIGHTER RECRUIT SELECTION BOARD GUIDELINES

In the initial selection of applicants to choose those that will be interviewed by the Fire Chief or delegate(s), the following criteria should be used:

a) Previous firefighting, first aid or related experience.

Preference should be given to those with previous experience, but only if it is applicable to the department's needs, and only if the experience is recent.

b) Age.

The minimum age to be a recruit is 16.

c) Physical disabilities.

Physical disabilities should be considered only in relation to the degree they affect the candidate's ability to perform the tasks normally undertaken by a firefighter. Disabilities that prohibit a candidate from safely functioning on the fire ground would eliminate the candidate from selection.

d) Present occupation.

Occupation should be considered in terms of:

- i) Stability - will the candidate's occupation involve time commitments or moves that prohibit effectively function as a member of the department?
- ii) Experience - does the candidate's occupation give experience that would benefit the department?
- iii) Personal circumstances – are there any restrictions as a result of the candidate's personal circumstances that would limit or prevent the candidate from effectively functioning as a member of the department?

d) Driver's Abstract.

The driving record should be reviewed and considered based on how serious and recent the driving offences were. Driving offences that would affect the firefighters credibility while driving Department units or on the fireground should eliminate the candidate from further selection, unless offences were minor and in the past. Any ambiguities should be clarified with the candidate prior to being chosen for an interview by the selection board.

e) Availability for department work.

Obviously, this should be a major consideration. If the candidate is not available to respond to training and emergency calls, he/she may not be a suitable candidate.

f) Criminal record.

Any criminal record should be considered in terms of whether the convictions are directly related to the services offered by the fire department. Any ambiguities to appear at this stage, should be clarified by a personal interview with the candidate, prior to being chosen for an interview by the Selection Board. Potential problems should be discussed with the Fire Chief.

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The Fire Chief or delegate(s) should carefully consider the applicant's application and criminal record search prior to the interview. During the interview, the following should be discussed with the candidate:

a) Reasons for wishing to become a recruit.

Preference should be given to those who indicate an interest in a long-term association with the department.

b) The reaction of their spouse/significant other.

The candidate should have discussed the application with their spouse/partner.

c) The reaction of their employer.

If the candidate indicates that they are available to respond from work, they should have discussed that matter with their employer and arrived at a clear agreement as to the employer's reaction to the involvement as a firefighter.

d) Life-style and community stability.

The department is looking for solid citizens who intend to remain in the community and are offering their time and skills on a long-term basis.

e) Physical condition.

Firefighting can be very physically demanding and the applicant must be made aware of the demands expected during training and on the fire ground.

f) Understanding the expectations of the department.

No one gains if the applicant does not understand the expectations of the department with regard to the time commitment of firefighters, the immediate response expected to a call out and the rigors of firefighting. The Recruit Training program, the probationary period and the skills required before acceptance as a full member of the department, must be explained to the applicant.

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Candidate Number: _____

Understanding the expectations of the Department

What do you know about the Fire Department?

[Explain full commitment of firefighters, committed to responding whenever available, time requirements for training and incidents - minimum two evenings per week during recruit training, some weekend, calls whenever they occur - all weather response, CPR, ongoing commitment to training!!]

Will you have enough time to be a firefighter?

What other community involvement do you have?

Reaction of spouse or significant other

Have you discussed your application with your spouse or significant other?

Present occupation

What is your present occupation?

How long have you worked there?

Have you discussed your application with your employer?

How will/does your employer feel about you being a firefighter?

Does your employment offer any skills that you think might be beneficial to you as a firefighter? If so, what?

Are you available to respond during the day?

Does your employment cause you to be away from home for any length of time? If so, how?

Availability for department work

Will you be able to respond from work?

Does your employment allow you sufficient time (Every scheduled practice evening) to be a firefighter?

Previous experience

Do you have structural firefighting experience? If so, how long?

Industrial firefighting? If so, how long?

Marine firefighting? If so, how long?

Forest firefighting? If so, how long?

Industrial first aid experience? If so, how long?

CPR experience? If so, how long?

Other first aid experience? If so, what and how long?

Proximity to fire station, home location

How close do you live to the fire station?

Are you intending to change your current address?

Physical requirements

Do you have any reason to believe it may be difficult for you to wear breathing apparatus? If so, what?

Do you have any reason to believe it may be difficult for you to do prolonged physical labour in extreme weather conditions? If so, what?

Do you think that you are in physical condition to be a firefighter?

Reasons for wishing to become a firefighter

Why do you want to be a firefighter?

If everything went as you would like, what would you like to be doing and where would you like to be living in 5 - 10 years?

Why should the department select you over other candidates who have applied?

Criminal record

Clarify, if necessary.

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Orientation

A question and answer period will be provided to allow applicants to clarify any questions they may have about the firefighter role, for which they are applying.

Sizing

Applicants will be issued turnout clothing before the start of the recruit training.

Administrative forms

Applicants will complete:

- a)RCMP security check
- b)Motor Vehicle Branch driving clearance

They will be given

- a)the medical clearance form

Applicants will be contacted and advised as to whether or not they have been accepted. If accepted, they:

- a)requested to have the medical completed and returned to the department

Timing, or as required

- 3-25 Sept - advertising
- 25 Sept - posting closes
- 30 Sept - initial short list by Chief
- 1-3 Oct - interviews by panel
- 6 Oct - final selection; advising of all applicants
- 9 Oct - issue of turnout clothing
- 9 Oct - start of recruit class

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CONSENT FOR CRIMINAL RECORD SEARCH

POLICE AGENCY: R.C.M.P. FILE NO. _____
 Full Name of Applicant: _____
 Surname First Name Middle Name
 Address: _____ Phone No: _____
 _____ Postal Code: _____
 Birth Date: _____ Birthplace: _____

WHEREAS I have applied for MEMBERSHIP and I am required by the _____ FIRE DEPARTMENT to disclose whether or not I have any convictions or have been charged under any Federal or Provincial enactment; AND WHEREAS I understand that, if the _____ FIRE DEPARTMENT should decide any conviction or charge disclosed might preclude me from the function I have applied for, I will be given an opportunity to see and discuss that criminal record.

I, therefore, authorize R.C.M.P. (Police Agency) on my behalf to inquire into and determine whether or not I have a criminal record, and also make to the _____ FIRE DEPARTMENT a full and complete disclosure of any criminal record they may find. To this end I herewith affix my signature.

SIGNATURE: _____ DATE: _____

AUTHORIZATION FOR FINGERPRINTING

If there is a requirement to verify that I do or do not have a criminal record, the police will require my fingerprints. Should they be required, I therefore, agree to voluntarily submit my fingerprints. I understand that my fingerprints will be returned to me after this check has been completed.

SIGNATURE: _____ DATE: _____

NOTE TO POLICE

The above-named applicant has consented to release information to the identified organization. Please check the applicant's record and indicate the results on this form. Please forward the completed form and fingerprints to:
 Fire Chief, _____ Fire Department
 (address) _____

POLICE USE ONLY - RESULTS OF RECORDS CHECK

RESULTS OF RECORDS SEARCH ARE MERELY A RECORD, OR LACK OF, OF OFFICIAL CONTACT WITH POLICE AGENCIES, NOT AN AFFIRMATION OF GOOD CHARACTER.
 A search of: 1. The Central Repository for Criminal records for Canada;
 2. The index of _____ in the above name and birth date shows-
 _____ No record
 _____ A record exists on local index, and a copy, certified by the applicant is attached
 _____ A Central Repository Record may exist, but cannot be disclosed unless verified by fingerprint comparison.

 Name and Signature Badge Number

The personal information on this form is collected under the authority of the Municipal Act. The information will be used for the purpose of an operating program of the municipality. If you have any questions about the collection and use of this information, contact the Fire Chief.

FIREFIGHTER MEDICAL EXAMINATION

Surname: _____ **Given Names:** _____

The personal information on this form is collected under the authority of the Municipal Act. The information will be used for the purpose of an operating program of the municipality. If you have any questions about the collection and use of this information, contact the Fire Chief.

EXAMINING PHYSICIANS PLEASE NOTE

The medical examination to be performed is to determine if the applicant has maintained an acceptable level of fitness to perform as a firefighter and has not contracted any disabling disease or disability to prevent effective functioning as a firefighter.

The physician shall determine, using any testing procedures felt necessary, if the applicant is fit for active firefighting duties so that firefighters will not jeopardize themselves and other personnel that they may come in contact with while performing their duties. To function as a member of the fire department, it is essential that the applicant be physically and mentally fit to perform the many and varied duties of a firefighter.

The fee for the service of the physician for this examination will be paid by Hornby Island Fire Rescue.

1. Height _____ Weight _____ B.P. _____ Posture _____

2. Vision: Without glasses R.20/ _____ L.20/ _____
 With glasses R.20/ _____ L.20/ _____

3. Hearing: R. _____ L. _____

4. Oral Hygiene: Good Fair Poor

5. History of previous illness: _____

6. Is there any evidence of:

- | | | |
|-------------------------|-----------|----------|
| a. Hernia | Yes _____ | No _____ |
| b. Asthma | Yes _____ | No _____ |
| c. Fainting spells | Yes _____ | No _____ |
| d. Dizziness | Yes _____ | No _____ |
| e. Allergies | Yes _____ | No _____ |
| f. Arthritis | Yes _____ | No _____ |
| g. Back trouble | Yes _____ | No _____ |
| h. Infectious Hepatitis | Yes _____ | No _____ |
| i. Tuberculosis | Yes _____ | No _____ |
| j. Heart trouble | Yes _____ | No _____ |
| k. Epilepsy | Yes _____ | No _____ |
| l. Hypertension | Yes _____ | No _____ |
| m. Diabetes | Yes _____ | No _____ |
| n. Respiratory trouble | Yes _____ | No _____ |

If yes, please specify: _____

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7. Details of any physical impairment. (Please be specific).

8. Is this your first contact with the patient? Yes _____ No _____
 If no, how long have you treated the patient? _____

9. Does applicant have any nervous problem? Yes _____ No _____
 If yes, please specify. _____

10. Does applicant have any alcohol or drug problems? Yes _____ No _____
 If yes, please specify: _____

11. Is the applicant taking any regular medication? Yes _____ No _____
 If yes, please specify: _____

12. In light of your examination findings and the guidance of this form

DO YOU CONSIDER THE APPLICANT PHYSICALLY AND MENTALLY CAPABLE OF
 PERFORMING THE DUTIES OF A FIREFIGHTER?

Yes _____ No _____

Date: _____

 Signature of Physician

Physician: _____
 Mailing address: _____
 City/Postal Code: _____
 Telephone Number: _____

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Fellow Citizen:

As Fire Chief of Hornby Island Fire Rescue, I am committed to providing the most effective and most efficient fire protection for our area. You will find that participation as a volunteer member of our service will bring personal rewards and satisfaction, raise self-esteem and give you a tremendous sense of accomplishment for a job well done. It will also provide our island with a valuable service.

Service as a member of our department requires a serious commitment, however. Your decision to join us should not be made quickly. Careful consideration should be made of the many factors associated with becoming a member of the fire department. This brochure has been developed to provide the information needed to help you understand this commitment and to assist you in making your decision.

Once you understand what is involved in being a member of our department, you may find that you are able to make the commitment we need. The service provided by our fire department is truly valuable to the citizens of Hornby Island, and I hope you are able to contribute to our public safety.

Fire Chief
Hornby Island Fire Rescue

THE NATURE OF OUR BUSINESS

The fire and rescue service is one of the most diverse and challenging professions known today. It is this diversity that inspires men and women to volunteer for their communities. Imagine having to train to prepare yourself to cope with situations that range from structure fires to motor vehicle accidents to hazardous chemical spills to heart attacks, and almost any other possible emergency situation in between. This diversity is coupled with the fact that these 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. These factors contribute to our profession being personally very rewarding.

Our primary goal is to protect the public. This is accomplished in two ways:

- a)The first is to prevent fire emergencies from occurring. This is done through fire prevention, inspections, fire safety education and code enforcement programs.
- b)Secondly, we are here to prepare ourselves to control fire emergencies and assist at medical emergencies. This is done through education, training, pre-incident planning, more training, state-of-the art equipment and more training. We are a paramilitary profession working in a "hurry up and wait" environment.

This business is not for everyone. You need more than just a desire to help people. You also need courage and dedication, assertiveness and a willingness to learn new skills and face new challenges. The fire and rescue service is not for the meek or timid or for those who lose control of their emotions during times of crisis. Our service is one which calls on its members to perform hot, sweaty, dirty, strenuous work, often in uncertain and hazardous environments.

The personal rewards and satisfaction received from the fire and rescue service are often beyond description. There is a sense of accomplishment after controlling a building fire, joy and elation when a child is rescued, compassion for accident victims and fulfillment in teaching fire safety. The list goes on and on.

The bottom line in our business is measured by the loss of life, pain and suffering, and property damage we have prevented and reduced. We exist and are prepared for one reason only - to provide service to the community.

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

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Profile:

Hornby Island Fire Rescue is a volunteer service consisting of dedicated men and women.

Mission Statement:

To provide the most effective and efficient fire protection and rescue service for the citizens of and visitors to our island.

Organization:

The fire department operates under the direction of the Fire Chief who is responsible to the Comox Valley Regional District.

In order to deliver the services needed to accomplish the above-stated mission statement, the department is organized into four major divisions:

- Operations - responsible for the delivery of emergency services for fire and rescue, as well as emergency medical services.
- Fire Prevention - responsible for inspections, plan reviews, permits, investigation, and public education.
- Administration - responsible for finance, planning, logistics, and to provide support to other divisions.
- Training - responsible for achieving and maintaining the skills and expertise to accomplish the department's stated mission.

Operations:

Hornby Island Fire Rescue responds to approximately 100 emergency calls per year, ranging from structure fires to grass fires, from rescues and auto extrication to medical emergency response.

Firefighters:

Firefighters directly participate in fire and rescue operations. Men and women over the age of 16, who are in good physical condition, and have the desire to participate in emergency fire and rescue activities, are eligible to apply for any opening.

Training and Participation:

Over the years, the Fire Service has evolved into a public safety agency providing highly technical and diverse services. The general public has come to rely on the fire department as the "first responder", not only when life and property are threatened by man-made and natural disasters, but for seemingly smaller problems as well.

In order to ensure that all members of the department are prepared to deliver the best level of services required, training standards have been developed to provide each member with the needed skills, knowledge and abilities necessary to deliver fire and emergency first aid service to the citizens of Hornby Island.

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Training Requirements - Recruits and Probationary Firefighters:

All recruits entering the department, must complete the recruit basic-training program taught by the department. They then work within the department on probation, prior to being accepted as full members of the department, following completion of a written and practical evaluation.

Firefighters:

All members of the department participate in the Fire Service training program to the Justice Institute Basic Level, writing examinations on various subjects and are encouraged to achieve a Level of Firefighter I. Members are expected to attend a minimum of 50% of the weekly practices each year. Individuals who have the desire to increase their skills are provided with the opportunity for advance training in subjects such as dangerous goods, auto extrication, and high angle rescue.

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QUESTIONS ASKED MOST OFTEN BY PROSPECTIVE MEMBERS

Q.What is the cost of the required training?

A.The required training for recruits and firefighters is provided by the department free of charge. Transportation to and from accredited additional training is funded by the department.

Q.How much will I have to pay for my protective clothing?

A.All required protective clothing is provided by the department, at no cost to the individual.

Q.What is the format of the recruit training schedule?

A.The Recruit Training program is spread over a 24 week period. Training will require two week nights and may include some full day weekends. Entry level CPR and first aid training is handled in a similar manner.

Q.Who provides insurance coverage for my activities as a firefighter?

A.Normal WorkSafe BC coverage is in effect whenever the individual is volunteering for the department. The Department also has insurance coverage for auto liability when operating department vehicles. Members (not Recruits) all have accidental death, disability, and life insurance

Q.Are firefighters directly paid in any way?

A.Firefighters receive an honorarium based on the number of regular practices and approved training sessions attended in each semi-annual period.

Q.After my initial training, how much time will I be expected to give as an active member?

A.While the exact time requirements vary, the average training and call out time is about 18 hours per month. There is no ceiling on how much you can participate in optional duties such as tours and public education, as well as officer positions.

Q.How often will I be on call to respond to emergencies?

A.Our system depends upon firefighters being available to answer all emergencies. The department therefore expects that firefighters, will be on call 24 hours a day, 7 days a week, 365 days a year. This is a major commitment that needs careful consideration before you undertake it. The department realizes that no one can be available all of the time, but it relies on the commitment from members to respond whenever they are available. Potential members should be aware that this commitment cannot be taken lightly; their response to emergencies is a lifeline to the public that they serve.

Q.How quickly will I have to respond to emergencies?

A.The department would normally expect that all available members would respond immediately to a page out.

Q.How long do emergency call outs last?

A.The average call out lasts about an hour. A working structure fire may extend 4 or more hours.

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Q.If I have prior fire/rescue training and experience, will it count towards the Department's training requirements?

A.Prior training will likely reduce the time necessary to develop the minimum skills that the department looks for in its firefighters, but participation in all programs is still required in order to demonstrate your proficiency.

Q.Is it possible for me to concentrate my participation and specialize in one area of fire department response?

A.All members are generalists, capable of doing any of the fire or rescue tasks that may occur at an emergency. Specialist training is provided, but not to the exclusion of the requirement to be able to participate in all department activities.

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Q.Is there a medical and physical examination prior to acceptance by the department?

A.There is a medical and physical examination. Your doctor must complete a form provided by the department.

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Q.Will there be written or physical tests prior to acceptance by the department?

A.Not as part of the Application process. All Recruits are required to successfully complete a written exam and practical evaluation prior to acceptance as a Firefighter upon completion of basic training.

Q.Can a woman be a firefighter with the department?

A.Yes. We encourage all applicants to become part of the department.

Q.Is there a social aspect to belonging to the fire department?

A.Yes. In addition to the contribution to the community, firefighters often find a personal satisfaction in belonging to the fire department community. Members participate regularly in fire hall socials, as well as other department related activities.

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General Duties and Requirements - Firefighter

1. Firefighters report to the Fire Chief.

Nature and Scope of Work

2. Firefighters are responsible for the combating, extinguishing, and preventing of fires and saving of life and property. They participate in training as required by the department training program. They participate in inspections and fire prevention programs on a volunteer basis.

Illustrative Examples of Duties

3. Without restricting the general nature and scope of the work, the following are illustrative examples of work which may be expected of a firefighter:

- a) is prompt at all meetings and practices
- b) abides by fire department procedures, rules and regulations
- c) attends promptly when the alarm is sounded
- d) lays and connects hose, directs water streams, raises and climbs ladders, as well as uses portable extinguishers, self-contained breathing apparatus, and other firefighting, rescue, safety tools and equipment
- e) searches for and rescues persons from danger and administers first aid to the injured
- f) ventilates premises to release heat and smoke; places salvage covers to prevent water damage
- g) drives and operates motor driven firefighting equipment
- h) receives and records telephone and other types of emergency alarms
- i) remains at the scene of an emergency or call out unless given permission to leave by the officer in charge
- j) returns to the hall after calls and practices to assist in cleaning of equipment and making the apparatus and equipment ready for the next alarm; reports the loss or damage of apparatus or equipment
- k) cleans and maintains personal protective equipment and ensures it is ready for use
- l) records attendance for alarms and practices
- m) serves on committees as elected or appointed
- n) makes recommendations to the Fire Chief for the good of the department
- o) partakes of training as directed by the Training Officer or Assistant / Deputy Chief
- p) performs related duties as required

Required Training and Experience

4. The following are the required training and experience for this position:

- a) Successful completion of department recruit training program