

Scugog Fire & Emergency Services



Volunteer Firefighter Recruitment Information Guide

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Information Guide

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Introduction

Welcome to the Scugog Fire & Emergency Services Volunteer Recruitment Information Guide. This guide has been designed to provide you with helpful information about our recruitment process, including the standards and requirements that applicants are expected to meet throughout the recruitment process.

Application Process

Scugog Fire & Emergency Services recruitment occurs at minimum once a year and remains open for a month.

Application must be submitted online using link to be provided.

Note: No application will be kept on file after the recruitment has been completed. If you are not successful, please re-apply once recruitment has opened again.

Applications are reviewed during the recruitment times listed above and are selected based on priority station staffing needs.

Advancement during Recruitment Process

An applicant may not advance at any step of this recruitment process for a number of reasons, including but not limited to:

- An applicant does not complete in full the mandatory questionnaire;
- An applicant's resume is not submitted;
- An applicant knowingly supplies false or misleading information;
- An applicant submits incomplete documentation or fails to submit required documentation by the deadlines provided;
- An applicant fails to meet the standards or requirements at any step will not progress

Application Requirements

To become a Volunteer Firefighter with the Township, you must;

- Live within an acceptable distance from the volunteer station you are applying for (see Catchment Area below);
- Be able to communicate in English both spoken and written;
- Be able to conduct routine maintenance and cleaning of stations and all types of apparatus and equipment used;

- Be able to work in a highly structured work environment and follow direction, rules, regulations and procedures of the Scugog Fire & Emergency Services;
- Be capable of learning and performing the various methods and techniques used in extinguishing and preventing fires;
- Have a valid Ontario class G driver's licence or higher with 0 demerit points satisfactory to the Scugog Fire & Emergency Services and must be maintained throughout the entire process;
- Be able to obtain an Ontario DZ driver's licence during the probationary period (this must be obtained in the first year of hire);
- Have Grade 12 or approved equivalent;
- Have standard First Aid/CPR certification;
- Have the ability to acquire a general knowledge of hazardous materials, poisonous substances, arson detection, life safety systems and other job related subjects, and be familiar with the procedures associated with these subjects;
- Have the ability to make decisions and to react calmly and quickly in emergency situations;
- Obtain a baseline hearing assessment from an accredited audiologist, this must be completed within two (2) weeks of start date;
- 20/30 uncorrected vision in each eye without corrective lenses, as well a colour vision
- Maintain the physical strength and agility to perform hard work and operate all firefighting/rescue apparatus and equipment, as well as safety equipment under adverse conditions, frequently and/or for prolonged periods of time;
- Not have any criminal convictions for which a pardon has not been granted;
- Successfully complete the Scugog Fire & Emergency Services recruit-training program.

Catchment Area

Only applicants whose primary residence is in the Township of Scugog will be accepted. Proof of residence will be requested. The catchment area is the entire district covered by either of the respective stations. The border between Station 61 Port Perry and Station 62 Caesarea is Cartwright West Quarter Line.

The address of each fire station is;

Station	Division	Address	Town	Postal Code
61	Port Perry	30 Crandell Street	Port Perry	L9L 1J6
62	Caesarea	3550 Durham Road 57	Caesarea	L0B 1E0

Recruitment Process

The recruitment process requires applicants to complete an aptitude and fitness assessment. At the completion of both these tests, the applicant will be advised if they will be proceeding to the next stage of the hiring process.

At the time of testing, each applicant is required to read and sign an Informed Consent Agreement, which is a Release/Waiver Participation in Emergency Services Testing Form.

Aptitude Test

The aptitude test is a general test that consists of multiple questions which covers basic math and thought process.

Fitness Assessment Test

- **Ladder Climb**

Applicants will be required to climb an extension ladder. They will uncouple and re-couple a hose fitting with a leg lock. They will then continue to climb the ladder to the roof and step off the ladder onto the roof. Once that is completed they can climb back down. The applicant will ascend and descend the ladder 2 more times.

- **Confined Area (Search and Rescue)**

Applicants will be wearing a blacked-out face piece and be placed in a confined area. After a set time the instructor will ask them to reach up and find a bolt with washers on it. They are to count the washers and tell the instructor how many there are.

- **Hose Carry/Climb**

Applicants will be required to lift and carry, on their shoulders, 30m length of 65mm hose, taped together, up and down 4 flights of stairs.

- **Equipment Lift**

Applicants will be required to hoist in a hand over hand motion a 30m length of hose to the top, hold for 60sec and lower hand over hand to the ground.

- **Hose Advance**

Applicants will drag a 70 kg (154 lbs) weight a distance of 45m (150 feet).

This is similar to advancing a charged hose line.

- **Ladder Removal**

Applicants will remove a roof ladder from the brackets to the ground and replace it back on the brackets.

This is similar to removing equipment from the truck that is at chest and shoulder height.

- **Victim Drag**

Applicants will drag a 91kg (200 lbs) victim a distance of 15m (50 feet) while weaving around a set of pylons.

This is similar to rescuing a downed firefighter that is wearing all of their equipment.

- **Equipment Carry**

Applicants will carry 2 containers (15 kg each) around the building one time.

- **Forcible entry**

Applicants will be asked to move a large tire 30cm (12 inches) at waist height with a 4.5 kg (10 lbs) sledgehammer.

Applicants must receive a mark of 70% or greater on aptitude testing and successfully pass all components of the fitness assessment testing following completion of the Informed Consent Agreement.

Interview Process

Applicants who are selected to proceed in the recruitment process after completing the required testing will be contacted by automated e-mail to schedule an interview with the Fire Chief and Volunteer District Chief.

Applicants must pass the threshold of the interview in order to be considered further in the recruitment process.

Reference Checks

A Reference Consent Form will be provided at time of the interview. This form must be completed, signed and submitted either at the time of the interview or 24 hours prior. If the applicant needs to take this form home after the interview to obtain the information it is requested that it be returned by email to fire@scugog.ca. This form permits administration to contact the applicant's references.

References checks will be conducted to assess each applicant's work history, work performance and attendance record. Applicants will be required to provide names and current contact information for two (2) work related/supervisory references, including a current email address for the reference.

Note: Scugog Fire & Emergency Services current employees, an applicant's spouse/partner, parent, in-laws or other relative are not acceptable references.

Applicants are expected to contact their references to advise them they will be contacted by email for the purpose of providing a reference.

Following reviewed reference checks by the Fire Services Administration, completed packages will be sent to Human Resources at which time a representative from Human Resources will contact successful applicants to extend a conditional verbal offer to become a Volunteer Firefighter. The applicant will also receive a written offer through the online portal, which they will need to accept.

Information / Documentation Needed

The following information/documentation is required to be submitted after the conditional offer has been made and before the applicant attends Orientation;

Note: If the applicant is not able to provide the listed information below by the deadlines provided by administration, they risk the chance of being excluded from the recruitment process.

- **Grade 12 Diploma, or equivalent** - Equivalency may comprise of work experience, post-secondary, or fire-related education; Proof of education is required upon acceptance of the verbal offer.
- **Canadian Police Information Centre (CPIC)** - An acceptable report must include Vulnerable Sector Search and must be an original dated within fifteen days from date of conditional verbal offer. If a letter is needed from us for the vulnerable sector search, we will provide it to you;

- **Volunteer Firefighter Medical Certificate** - Form to be provided at the time of offer; must be an original dated within three months from date of conditional verbal offer, and received prior to corporate orientation;
- **Hearing Assessment**
- **Proof of vaccination** (MMR, Polio, Diphtheria, Hepatitis B, Tetanus, Covid-19)
- **Driver's Licence** - Current original must be produced; minimum Ontario Valid Class G;
- **Driver's Abstract** - Three year Driver's Abstract, an acceptable original as issued by the Ministry of Transportation dated within fifteen days from date of conditional verbal offer and received prior to orientation;
- **Social Insurance Card (SIN)** – Signed SIN Permission Form and completion of SIN number on the TD1 and TD ON Tax Forms.

In addition to the above documentation the following needs to be submitted throughout the recruitment process;

Note: Submitted prior to Recruitment Orientation, after conditional offer has been made

- Proof of Education
- Banking Information for Direct Deposit - Void Cheque or Direct Deposit Pre-Authorized Transaction Form;
- Confidentiality Form (Township of Scugog Form);
- Email Permission Form;
- Emergency Contact Information – Applicants will be required to provide the names and contact information for two persons who may be contacted on their behalf in the event of emergency;
- Federal and Provincial Tax Forms;
- Consent for Use of Personal Information (including email permission so that we can contact you) - Applicant pictures will be taken that day for the purpose of producing Fire Service Identification Tags;
- Code of Conduct - The Township's Code of Conduct will be reviewed and provided to all applicants to sign.

Recruitment Orientation

Upon successful the completion of the above steps, each new recruit will be provided a Township email along with step by step instructions on how to access their ResourceOne account (online training platform). Each recruit is required to complete 40 hours of unpaid online training which must be completed prior to the beginning on the in class practical training and attend 66 hours of paid in class practical training.

The online training consists of the following;

- Reading the chapters as assigned from the International Fire Service Training Association (IFSTA) manual, and completing the assigned quizzes and tests from the Scugog Fire & Emergency Services Fire Training Department.

The in class practical training will be determined based on class size and student availability. The training schedule will be a combination of weeknights and weekends.

Note: The Township of Scugog will accommodate the needs of applicants in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please advise Fire Services or Human Resources to ensure your accessibility needs are accommodated throughout this process.

The Training Officer will provide as required a few guidelines and coaching session for the new recruits to better understand and navigate through the online training program (ResourceOne).

The commitment to the position continues after the training program is complete, as all new Probationary Volunteer Firefighters are expected to respond to calls and attend training.

Transfer to Assigned Station

After successful completion of the recruit training all new Probationary Volunteer Firefighters are expected to meet the following requirements:

- Maintain the required attendance rate for call and training sessions;
- Weekly training may vary by station. New Probationary Volunteer Firefighters will receive more information regarding the training schedule when they are placed at their station;

- In addition to regular training sessions, new Probationary Volunteer Firefighters are expected to attend/complete other mandatory training programs as required which may or may not occur during their regular scheduled training sessions;
- New Probationary Volunteer Firefighters shall be required to successfully pass all recruitment training (online and practical);
- Successfully complete their probationary period;
- Upgrade driver's licence to a valid Ontario minimum Class D Driver's Licence with Z endorsement, within one-year from the date of hire.

General Information

Costs

All costs related to obtaining required documentation, certificates and medical examinations shall be the sole responsibility of the applicant, except for the Hearing Assessment requirement.

Confidentiality

All personal information submitted for Volunteer Firefighter contract purposes is collected under the Municipal Freedom of Information and Protection of Individual Privacy Act (MFIPPA). No information regarding any applicant will be given without the explicit written permission of the candidate. During the course of their Volunteer Firefighter contract all Volunteer Firefighters (probationary or not) will also have access to and be responsible for records containing confidential information and/or personal information. Probationary/Volunteer Firefighters must hold such information confidential and are not to disclose or release it to any person at any time, except if legally required.

Maintaining or Gaining Professional Credentials

In addition to suppression calls, Probationary Volunteer Firefighters are expected to attend requisite on-going training offered throughout the year at individual stations. All Probationary/Volunteer Firefighters are required to maintain the credentials required to perform the job. It will be the responsibility of the Probationary/Volunteer Firefighter to stay current with 'best practices', to maintain their professional knowledge and credentials, and to meet expectations of Scugog Fire & Emergency Services attendance management program.

Hours

Probationary/Volunteer Firefighters are expected to be available for call-out to all calls for service, as the need or emergency arises, attend training sessions, and any additional Fire Department functions as required.

Volunteer Firefighter Medical Certificate

All Probationary Volunteer Firefighters will be required to submit a Medical Certificate, completed by their physician, as a condition of their contract to become a Volunteer Firefighter. It is the responsibility of the Probationary Volunteer Firefighter to arrange a medical appointment with their physician to meet the documentation deadline as indicated above.

Canadian Police Information Centre (CPIC) Check

All new Volunteer Firefighters are required to provide a satisfactory Canadian Police Information Centre (CPIC) Check. An acceptable report must include a Vulnerable Sector Search and be an original copy, dated no more than fifteen days prior to the date of conditional offer. If the new Volunteer Firefighter does not have a current original CPIC Check, Human Resources will provide a letter that will allow a CPIC Check to be completed by Durham Regional Police.

Hall Orientation

Following successful completion of orientation with Human Resources and successfully passing all recruit training (online/practical) each Probationary Volunteer Firefighter will be instructed to attend their respective stations to attend station orientation.

Withdrawal of Application

At any time during the recruitment process, an applicant may withdraw their application. A voluntary withdrawal from the recruitment process can be made directly on the recruitment system (you can remove yourself from the job posting).

Contacts

All questions concerning this recruitment process should be directed to Township of Scugog Human Resources via email: resumes@scugog.ca or by calling 905-985-7346.