

VOLUNTEER FIREFIGHTER APPLICATION MANUAL



CITY OF BEAUMONT FIRE SERVICES

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TABLE OF CONTENTS

Introduction	3
Our Service.....	3
Things to Consider Before Applying.....	4
Tips During the Recruitment Process	4
Self-Evaluation Questionnaire	4
Volunteer Firefighter Pay Rates, Benefits, and Working Conditions.....	5
Training Provided	6
Minimum Firefighter Qualifications.....	6
Overview of the Recruitment Process	8
Probationary Period	10
Frequently Asked Questions (FAQs)	10
Appendix A.....	15
Appendix B	22
Appendix C	25

Introduction

Thank you for your interest in becoming a volunteer member with Beaumont Fire Services. We are committed to recruiting talented and motivated individuals, who possess a high level of integrity, and have a desire to serve our community.



Figure 1- Volunteer firefighters completing their NFPA 1001 Level II skills

Volunteer firefighters are members of our team who play a key role in the delivery of fire services to the City of Beaumont. Not only do our volunteers work alongside our career firefighters at major incidents; volunteers often respond independently to simultaneous calls for service. Volunteer firefighters respond to fires, rescues, medical aid, hazardous materials, and a host of other calls to aid the public. The City of Beaumont Fire Services responds to over 600 events annually. Apart from direct support to emergency operations, our volunteers contribute countless hours of volunteer time in support of community activities.

Our volunteer firefighters are trained to nationally recognized standards. The requirement to operate independently means that our volunteer firefighters are well-trained to perform their duties.

Volunteer firefighters come from all walks of life, from schoolteachers to tradesmen, to paramedics. Some of our volunteers choose to take advantage of the skills and experience that they gain by pursuing a full-time career in the fire service. Being a volunteer firefighter is rewarding, exciting, and fun!

Our Service

The Beaumont Fire Services Fire Hall was built in 1996 and is located at 5010 52 Avenue. Our Service is equipped with:

- 2 Engines
- 1 Ladder Truck
- 1 Rapid Response Vehicle
- 1 Squad Truck
- 1 Command Unit

In 2024, BFS responded to 686 calls for service, including:

- 27 Fires (structure and wildland)
- 375 Medical Aid calls
- 40 Vehicle Incidents
- 218 Fire Alarms
- 22 Hazmat/Rescue/Electrical calls
- 4 Citizen Assist/Mutual Aid calls



Figure 2- Beaumont Engine 1

Things to Consider Before Applying

The City of Beaumont volunteer firefighter recruit selection process is lengthy, competitive, and complex. You must be prepared to complete the various stages on demand and in a short period of time.

A commitment to maintaining a daily fitness regime and monitoring personal wellness is essential to ensuring firefighter safety and longevity. It is important that you have the strength, stamina and cardiovascular conditioning required to take on the physical challenges of this career. Ethical behavior and accountability must be part of your nature. Taking responsibility for and ownership of your actions is vital to success.

Tips During the Recruitment Process

There is no single factor to ensure success in your pursuit to join the City of Beaumont Fire Services as a volunteer firefighter, however, we do offer you these tips:

1. If your personal contact information changes, please inform the recruitment committee immediately at: fireadmin@beaumont.ab.ca
2. Before you submit your volunteer firefighter application, take the time to learn all you can about the job. Familiarize yourself with the job tasks, the different steps in the hiring process, and learn about our city. Do your homework- it's better to be over-prepared!
3. You must be able to follow and act on complex oral and written instructions; you will be evaluated on these skills throughout the recruitment process.
4. We expect you to be prepared and ready to participate in our assessments at all times. Most assessments will be scheduled for evenings and/or weekends.
5. Job fit/suitability is one of many critical factors considered in our decision-making process. Completion and/or passing all steps in the recruitment process does not ensure a job offer.
6. If at any point in the process, you do not meet the required competencies, you will be advised that you will not proceed in the process at this time.



Figure 3- Beaumont Engine 2 and (former) Ladder 1

Self-Evaluation Questionnaire

Use these questions to help you decide if becoming a City of Beaumont Fire Services Volunteer Firefighter is a good fit for you.

Ask Yourself:

- Does my lifestyle support ethical and responsible choices and actions?
- Am I prepared to maintain a level of professionalism on and off duty?
- Does my lifestyle align itself with the Fire Services values of respect, pride, professionalism, and teamwork?

- Have I been free from involvement in unlawful activities?
- Am I actively supporting my community for the benefit of others?
- Have I adopted and do I maintain physical fitness as a way of life (i.e., daily workouts)?
- Am I physically able to perform firefighter job tasks?
- Am I able to meet the training requirements?
- Can I work for extended periods of time under difficult and strenuous conditions?
- Am I free of phobias relating to height, confined spaces and able to maneuver with limited or no visibility?
- Am I comfortable using different hand/power tools and technical equipment?
- Can I disengage from emotional suffering, tragedy, or loss of life in order to complete essential job tasks?
- Do I have a support system in place for debriefing and stress relief?
- Have I considered the impact serving as a volunteer firefighter may have on my family environment?
- Am I familiar with and able to operate within a paramilitary working environment?
- Am I able to work harmoniously in close quarters with other persons?
- Do I treat all people with respect, dignity, and professionalism regardless of race, creed, gender, or beliefs?
- Am I able to and do I take steps to maintain a positive attitude?
- Am I able to motivate myself? Do I motivate others?
- Do I actively engage myself in a problem-solving capacity?
- Am I able to follow and carry out complex oral and written instructions?
- Do I have an aptitude for life-long learning?
- Do I meet and am I prepared to maintain the minimum qualifications? More information on firefighter environmental and working conditions can be found in Appendix A.

Volunteer Firefighter Pay Rates, Benefits, and Working Conditions

Volunteer firefighters are compensated an hourly wage for all response hours, training sessions, as well as all other approved activities. Some selected training courses are also paid.

Firefighter's Benefits

Volunteer firefighters are covered by Worker's Compensation Board (WCB) Alberta benefits. In addition, volunteer firefighters benefit from being covered by the Volunteer Firefighter Insurance Services of Canada (VFIS). Volunteer firefighters are provided with work uniforms; uniforms remain the property of the City of Beaumont and must be returned upon request.

Firefighter Tax Deductions

Volunteer firefighters are eligible to claim a \$3,000 CRA tax credit annually.

Hours of Work (Recruits)

Recruit volunteer firefighters are expected to attend 80% of the Tuesday training sessions and other scheduled training sessions.

Hours of Work (Probationary – Full Appointment)

- At a minimum, attend no less than 50% of regularly scheduled training nights (every other Tuesday) and Saturdays (one Saturday per quarter), every two consecutive quarters of each calendar year
- Additional evenings or weekends may be required to complete additional training
- Respond to no less than 15% of emergency callouts, every two (2) consecutive quarters of each calendar year.
- Medical incidents are divided between the three (3) platoons over a 7-day period. Each platoon is responsible for a 7-day period, and must have two (2) members able to respond to medical incidents at all times.

Training Provided

Volunteer firefighters are trained and certified at the City's expense, to NFPA 1001 Firefighter Level II; which through a fire school would cost roughly \$12,000. This includes training and certification to NFPA 472 Hazardous Materials Operations. Other training provided by the department includes, but is not limited to:

- Airbrakes endorsement
- First Aid with CPR HCP endorsement
- NFPA 1002 – Fire Apparatus Driver/Operator
- NFPA 1021 – Fire Officer I
- NFPA 1041 – Fire Service Instructor I
- Incident Command System 100 & 200
- Ice Safety & Rescue – Technician
- NFPA 1051 Wildland Firefighter

Minimum Firefighter Qualifications

Mandatory Requirements:

- Must be a minimum of 18 years of age on the date of your application
- Must be eligible for employment in Canada – you must be a Canadian Citizen, a holder of a Permanent Resident Card, a Landed Immigrant, or otherwise legally entitled to work in Canada (i.e., holder of a work visa)
- Must provide documents (at the specified time on the application form) verifying you have:
 - High school diploma or equivalency (i.e., high school equivalency diploma/GED, two-year diploma, undergraduate/applied degree, or journeyman certificate)
 - Valid provincial driver's license, with no more than seven (7) demerit points for the past 5 years, and no current suspensions or driving prohibitions. Probationary or Graduated Driver's Licenses will not be accepted.

Desirable Training and/or Experience:

- NFPA 1001 certification or completion of other fire service-related courses
- Previous firefighting experience as a career, paid-on-call, or volunteer firefighter
- Recognized post-secondary education or equivalent, a recognized degree, diploma, or trade qualification
- Training or experience at a technical, trade, or equivalent level
- Second-language skills
- Shift worker

Important Qualification Notes

- It is your responsibility to understand and meet the minimum qualifications before you submit your application.
- You are to provide legible proof of minimum qualifications, as requested in the application form.
- You will need to maintain your qualifications throughout the assessment process.
- Failure to meet the minimum requirements will result in the rejection of your application file.
- If you are found to have falsified or intentionally misrepresented your credentials, your application file will be permanently closed. No future application will be accepted from you.

Living Boundary

All volunteer firefighters must reside within City of Beaumont boundaries. NO EXCEPTIONS.

Recruitment Process

The volunteer firefighter recruitment process has eight (8) steps:

- Step 1: Application / Pre-Screen
- Step 2: Orientation
- Step 3: Documentation Review
- Step 4: Physical Demands Test
- Step 5: Interview
- Step 6: Selection Committee
- Step 7: Eligibility List
- Step 8: Recruit Class Invitation

Applicants selected to move on to the next step will be notified via email or voicemail. It is the candidate's responsibility to ensure their email address and phone number(s) are up to date. It is the candidate's responsibility to check their email on a regular basis to ensure that process deadlines are met. All testing stages are in person and cannot be faxed, emailed, or completed online.

Overview of the Recruitment Process

Step 1: Application / Pre-Screen

Download the application form available online through the City of Beaumont website at: <https://www.beaumont.ab.ca/fire-recruitment>. Carefully review each section. It is your responsibility to understand the application form and to provide all the requested information. Answer all questions completely and honestly. You are responsible for the accuracy of all statements. Full disclosure of information is expected; **no sections are to be left blank**. Should a particular section not apply to you, write "N/A". All applications must follow the application protocols outlined in this manual.

Applicant Information

This section provides us with your contact information and allows us to contact you.

Required Licenses, Certificates, and Qualifications

This section is to verify that you will meet the minimum application qualifications. You are to provide legible photocopies of supporting documentation for specific items identified on the Application Form to confirm that you meet the requirements and that your certifications are valid. Be prepared to produce the original or certified copies of these documents for review when requested.

Driver's License Information

You must hold a valid Alberta Driver's License (minimum Class 5) with no more than seven (7) demerit points and no current suspensions or prohibitions from driving.

Desirable Training and Experience

This section lets us know about any credentials you may have attained (i.e., certificates, diplomas, degrees, etc.) at an accredited school. This section also lets us know what types of licenses and certificates you have received, as well as any special skills or training you may have. This area will also allow you to showcase your personal achievements or experiences that you believe are relevant to this position. Proof of completion may be required later.

Employment History

This section represents your employment history. Outline information to the best of your ability for these types of jobs. If the contact information is no longer available for a past employer, indicate so.

Medical Release Form

The Medical Release Form is to be reviewed and signed off by a qualified Medical Doctor. Required only if the applicant is invited to physical demands test.

Applicant's Declaration

Carefully review each statement thoroughly and sign.

Step 2: Orientation

Applicants are recommended to attend a scheduled briefing session at the fire hall and receive a tour of the station. During the briefing session, applicants will learn more about the City of Beaumont Fire Services, our recruitment process, the expectations that the service has of a volunteer firefighter and what the City provides a volunteer in return. Currently serving volunteer firefighter and their partners will be there to share their experiences. Applicants are encouraged to bring their partners or significant others to this orientation session.

Step 3: Documentation Review

At this stage of the process, we substantiate this information through the following:

- Confirm the validity of credentials and certificates submitted as part of your application process.
- City of Beaumont Fire Services staff will contact your references. Your references will be asked about their experiences with you as an employee. You may be asked to seek out additional references if the data received is insufficient.
- You will be asked to complete a criminal record search and vulnerable sector record check.

Step 4: Physical Demands Test

Applicants will undergo a physical demands test to assess their physical suitability to perform the tasks of a firefighter. In addition, applicants will be assessed for mechanical aptitude, comfort with working in confined spaces, and comfort with wearing self-contained breathing apparatus. The physical abilities assessment process is described in Appendix B.

Candidates will be required to present a clearance letter signed by a physician indicating that the candidate is medically able to undertake the physical demands test.

Step 5: Interview

The intent of the interview is to allow us to learn more about you, your experiences, and your abilities, from your perspective. The interviewer will be rating you based on the responses you provide. You should answer the questions in a clear and concise manner. The behavioral questions will help determine if you meet the criteria for successful job performance. The interview is also an opportunity for you to display your best attributes.

Step 6: Selection Committee

Our selection process is based on your competencies, skills, physical abilities, and job fit.

Step 7: Eligibility List

Applicants will be ranked on their performance and be placed on the eligibility list. Applicants will remain on the eligibility list for a period of no longer than six (6) months, or until they receive a recruit class invitation.

Step 8: Recruit Class Invitation

Candidates selected to receive an invitation to recruit class will receive an initial verbal offer of employment, followed up with a confirmation in writing. Once a recruit class invitation has been issued, the applicant will then be required to meet several conditions prior to their start date.

Probationary Period

New volunteer firefighters are placed on a probationary period for a minimum of six (6) months. During your probationary period, you will undergo extensive training and evaluation to determine ongoing suitability as a volunteer firefighter. You will undergo quarterly evaluations regarding your strengths and weaknesses; to ensure you have the tools to successfully complete your probationary period. Candidates who fail to successfully complete their probationary period will be released from the City of Beaumont Fire Services.

Recruit volunteers are considered to be probationary. The probationary period lasts until a recruit has completed their training and received a full appointment as a volunteer firefighter.

Frequently Asked Questions (FAQ's)

Minimum Qualifications

- Q How can I determine if a medical condition I have makes me ineligible for hire?
- A Your physician is the best resource for information on your personal health. We encourage you to book a complete physical with your physician before you decide to submit a firefighter application to identify and/or discuss any condition(s) that may affect your ability to perform essential job tasks. Please do not submit a vision report, audiogram report, or any other medical information with your application. You will be required to have your physician complete a form indicating that you are fit to undergo the recruitment process physical testing.
- Q I did not complete high school and receive a High School Diploma. What will you accept as a suitable equivalent?
- A We will accept a High School Equivalency Diploma (i.e., GED), a two (2) year diploma, an undergraduate or applied degree, or an apprenticeship or Journeyman certificate. To find the guidelines for completing high school equivalency programs, please refer to the Council of Ministers of Education, Canada website at www.cmec.ca or phone 416.962.8100.
- Q I do not have a copy of my high school, or equivalent diploma. What will you accept as a suitable replacement?
- A We will accept a copy of an official school transcript, providing that it clearly indicated that you have met the requirements to be awarded the diploma.
- Q I completed my education outside of Canada. How can I be sure it meets your qualifications?
- A Please contact Alberta International Qualifications Assessment Service at <https://www.alberta.ca/igas-immigration.aspx> to determine how your education compares to Alberta's educational standards. If applicable, please have your non-English documents translated prior to including them with your application.
- Q Do I require a commercial vehicle driver's license?
- A No. The minimum requirement to apply is a Class 5 driver's license with no more than seven (7) demerit points. Once you complete your recruit training, you will need to obtain an air brake endorsement and complete our emergency vehicle driver training program to drive BFS vehicles.
- Q Do I require previous firefighting experience or training prior to applying?

- A No. The department will train you in firefighting skills, including hands-on live fire training.
- Q So I need Basic First Aid or a First Responder certificate?
- A No, you will be trained by the department in CPR and first aid to the required level, including spinal immobilization and AED endorsements.

Application

- Q Can I include copies of other certificates or awards I have attained?
- A No. We recognize your desire to include this information, however, you can bring copies to the interview. There are sections in the Firefighter Application for you to provide us with these details.
- Q What happens after you've received my application?
- A Your application package will be assessed for compliance and completeness. A review of your file will be conducted to determine its viability. You will be advised via email if you are advancing to the next stage or not, and/or of your eligibility to re-apply.
- Q What other responsibilities do firefighters have, other than fighting fires?
- A Firefighting represents a relatively small portion of the work of a typical fire department in today's world. The number of residential and commercial fires has steadily decreased over the years, due to a variety of factors including improvements in construction and a greater public awareness of the risk factors leading to fires and property loss.
- Over fifty percent of City of Beaumont emergency responses are, in fact, calls for medical aid, including illness/accidents at home and work, injuries resulting from vehicle accidents and other medical trauma. Other calls for emergency response involve hazardous materials releases, response to fire alarms and other calls for public assistance.
- Firefighters also spend quite a bit of time maintaining equipment, assisting with public safety education, training for all types of emergency responses and filling out the reports and paperwork associated with these activities.
- Q Do firefighters have to do any extra training?
- A As the world changes, firefighters have to change and train along with it. The members of the City of Beaumont Fire Services continually train to remain current with medical standards, fire suppression tactics, and even new vehicle technologies (we respond to numerous car accidents). We do offer occasional extra training opportunities on weekends. These specialized training sessions are usually voluntary and may be shared with neighboring departments.
- Q Who do I contact if I have additional questions?
- A Please contact the City of Beaumont Fire Services via email at fireadmin@beaumont.ab.ca and one of our members will contact you in a timely manner.

Physical Abilities Assessment

- Q Will I have the opportunity to Practice the test before I have to complete the assessment?
- A No. The onus is placed upon the applicant to review the information in Appendix B to allow them to train accordingly. You will, however, be oriented on each task prior to being required to perform the task during the Physical Demands Test.
- Q How is the physical abilities assessment evaluated?
- A Candidates must pass all tasks as described in Appendix B
- Q What if I am unable to complete all of the tasks?
- A Candidates must pass all tasks as described in Appendix B or an “unsuccessful” will be noted on their results.
- Q If I was unsuccessful at completing the Physical Abilities Assessment during the recruitment process will I be able to try again in a future competition?
- A Yes. The City of Beaumont Fire Services recruits volunteer firefighters annually. Your application will be kept on file for one year
- Q Do I require any special equipment to take the test?
- A Candidates need to have long pants and comfortable sports shoes. The remaining required equipment will be provided by the department.

Interview

- Q What do I need to bring with me to my interview?
- A When your interview has been booked, we will send you an email outlining items you are expected to bring to your appointment.

Items required for your interview:

- Your driver’s license - for identification purposes
- A current copy of your resume (optional)
- Any of the certificates and licenses you mentioned in your application form

Note: Failure to bring the requested items could result in the cancellation of your interview.

- Q What if I cannot come up with an answer to an interview question?
- A You can ask to gather your thoughts or to bypass the question and return to it later. If you still cannot recall a specific experience to share, try to reflect back on any volunteer experiences or situations that you have dealt with involving your family or friends.
- Q How can I prepare for my interview?
- A Don't wait until the last minute to prepare! Practice and preparation ahead of time are essential to your success. Our hiring needs may dictate a rapid turnaround between your aptitude test session and your interview.

VOLUNTEER FIREFIGHTER APPLICATION MANUAL

Selection Process

- Q How long will the entire recruitment process take?
- A We expect that the recruitment process will take approximately four weeks.
- Q How often should I expect to hear from the fire department throughout the recruitment process
- A We endeavor to keep you informed and current via e-mail on the status of your recruitment file. It is your responsibility to keep us informed of any changes in contact information (email, telephone, address) or if you will be unavailable for a period of time (i.e., on vacation, out of the country, etc.).

Reference, Driver's Abstract, and Reference Checks

- Q Who can I use as a reference?
- A The reference must be a supervisor that you have reported to in a work situation. The reference cannot be a family member.
- Q What is a vulnerable sector record check?
- A The difference between a regular Police Information Check and one requiring a Vulnerable Sector Check is that one with a Vulnerable Sector check will include a check of local police records to determine if a pattern of behavior that would present a direct threat to the safety of vulnerable persons exists. A Vulnerable Sector check will also determine if the applicant has been a pardoned sex offender.

Medical Test

- Q Do I pay the costs of the medical testing?
- A Yes. The initial cost of the medical testing will need to be covered by the applicant. The City will reimburse the cost of the medical.

Job Offer and Notification

- Q When would I be expected to start as a volunteer firefighter?
- A We will be starting recruit training as soon as we can after the selection process has been completed.
- Q Am I expected to respond to calls right away?
- A No. Applicants must complete a recruit training program prior to receiving a full appointment as a volunteer firefighter.

General

- Q I am currently a volunteer/paid-on-call firefighter in another Municipality. Do you have an experienced firefighter transfer program?
- A Experienced volunteer/paid-on-call firefighters will still need to participate in our recruit training program that includes an orientation to our department and our operational procedures. After the recruit training process, firefighters with previous training will be assessed on their level of NFPA 1001 training for appropriate placement. In addition, Beaumont Fire Services requires members to only be involved in one volunteer/Paid-on-call/Municipal Fire Service.

VOLUNTEER FIREFIGHTER APPLICATION MANUAL

Q If I am unsuccessful at any step in the selection process, what feedback can I expect?

A General feedback will be provided wherever possible, which will outline your eligibility to re-apply and if applicable, the length of time that must transpire before a future application will be accepted.

Q "Why wouldn't you accept another application if you've closed an applicant's file permanently?"

A Organizational and job fit are vital to success in this profession. When it is determined an applicant cannot, did not, and is unlikely to meet our standards in the future, the applicant is considered unsuitable for this position. Continuing to assess an unsuitable individual is neither cost-effective nor respectful to that person.

Q What is the cost of the required training?

A The required training for volunteer firefighters is provided free of charge. This includes all protective firefighting clothing.

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

A Alberta Workers' Compensation Board coverage is in effect when the individual member is performing the duties of a volunteer firefighter.

Q Are volunteer firefighters directly paid in any way?

A Volunteer firefighters are paid for training, response hours and other approved activities.

Q After my initial training period, how much time am I expected to give as a volunteer firefighter?

A While the exact time requirements vary; the minimum expectation is 50% of weekly training nights and 15% of incidents over six (6) months. In addition to training nights and responses, you are required to take ten (10) duty weekend shifts annually.

Q How quickly will I be expected to respond to back fill pages?

A The City of Beaumont Fire Services expects members to respond immediately to a back fill page.

Q How often will I be on call to respond to back fill?

A Our system depends upon volunteer firefighters being available to back fill during major emergencies or concurrent calls to service. Therefore, we expect volunteer firefighters, when in the City of Beaumont area, to be on call 24/7. Potential members should be aware that this commitment cannot be taken lightly as their response to emergencies is a lifeline to the public they serve. The City of Beaumont Fire Services realizes that no one can be available all of the time; however, it relies on the commitment from volunteer firefighters to respond whenever they are available.

Q How long do emergency call outs last?

A The average call out lasts less than one hour. A working structure fire may extend to three to four hours. Major, multi-alarm fires may last eight to ten hours.

Q What if I have consumed alcohol or cannabis?

A Volunteer firefighters are not allowed to respond to emergencies if they have consumed alcohol.

Q Is it possible for me to concentrate my participation and specialize in one area of Fire Service response?

A No. All volunteer 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 ability to participate in all Fire Service activities.

Q How are volunteer firefighters integrated with career firefighters?

A Beaumont Fire Services dictates the training levels required and apply to both volunteer and career members. In training and at emergency scenes volunteer and career members operate as a team.

Appendix A

Environmental and Working Conditions:

Environmental factors play a large role in the performance of a firefighter's duties. Some working conditions that firefighters experience as part of normal operating procedures include:

- The requirement to respond to alarms "fit for duty", both mentally and physically.
- Performing required tasks while wearing full personal protective equipment including self-contained breathing apparatus (SCBA).
- Withstanding strong vibrations over extended periods of time i.e., riding in emergency vehicles, operating/holding heavy power tools in awkward positions, etc.
- Working quickly to extinguish fires in extreme heat and when visibility is poor/nonexistent.
- Experiencing physically demanding tasks during extreme fluctuations in temperature.
- Lifting, carrying, butting, extending and climbing ladders to extreme heights, while maintaining balance and maneuvering in unwieldy positions.
- Working in hazardous areas that are hot, wet, slippery, muddy, icy, dirty, cramped, etc.
- Working on and around moving machinery, vehicles and equipment.
- Being aware of and protecting against: burns and other injuries; exposure to sharp objects, hazardous substances through inhalation, injection, ingestion and absorption; high noise levels; infectious agents/biological hazards; radiation hazards; smoke; dust; noxious odors and contaminants; uninstalled or unshielded electrical equipment.

Fitness Requirements

The Fire Service views fitness as an integral component in firefighting due to the physical strain induced while performing operational tasks. The impact varies according to each person's muscular strength/endurance, cardiovascular conditioning, motor coordination and flexibility.

Physical Demands/Background

The risk of injury in firefighting and rescue work results mainly from:

- The use of various heavy machines and apparatus
- Dangerous entrances and awkward spaces
- Extreme heat exposures
- Rapidly changing environmental conditions

In emergency situations, firefighters must be physically able to act quickly and at times, under duress.

Examples:

- In a multi-story structure fire, a firefighter climbs stairs while wearing heavy and cumbersome personal protective equipment (weighing up to 25-kg) and carrying tools (weighing up to 15-kg). Following this strenuous stair climb, the firefighter must be fit enough to then carry out physically demanding operational tasks.
- In rescue operations associated with traffic accidents, a firefighter must be capable of handling hydraulic tools (weighing up to 15 kg) in strenuous and awkward work positions for considerable lengths of time.

Physical Fitness Preparation

A personal commitment to a life-long fitness regime is essential to safely performing firefighter duties. To prepare for this challenging career, you need to follow and maintain a total body program that is specific for the job tasks and one that focuses on:

- Flexibility
- Cardiopulmonary Endurance
- Muscular Strength
- Muscular Endurance

Body composition is also considered an area of physical fitness. Excess body fat increases the workload placed on the body and decreases its ability to dissipate heat. Consulting a Certified Personal Fitness Trainer or Certified Fitness Consultant can help you achieve your fitness goal.

CAUTION: Physical Activity Readiness

Before beginning any exercise routine or aerobic fitness evaluation, it is essential you have an awareness of your ability to partake in physical activity.

Please read the following questions carefully and answer each one honestly. Common sense is your best guide when selecting the appropriate choice:

	YES	NO
Has your doctor ever said that you have a heart condition and recommended only medically approved physical activity?		
Do you have chest pain brought on by physical activity?		
Have you developed chest pains (while resting) in the past month?		

Do you lose consciousness or balance as a result of dizziness?		
Do you have a joint or bone problem that could be aggravated by prescribed activity?		
Is your doctor currently prescribing medication for your blood pressure or a heart condition?		
Are you or have you been pregnant within the last six (6) months?		
Are you aware, through your own experience or a doctor's advice, of any other reason against your exercising without medical approval?		

If you have answered "Yes" to any of the above questions, please consult your physician BEFORE you begin aerobic fitness training.

If you are uncertain how to interpret any of the questions and/or their relationship to your health, please discuss with your doctor.

Typical Tasks and Duties of a Firefighter

Fire Suppression Duties

All on-scene fire ground operations are performed while wearing department-issued protective personal equipment and may include donning, doffing, and regulating a self-contained breathing apparatus (SCBA).

Emergency Response/Initial Scene Assessment

- Accurately receiving/comprehending radio dispatched information
- Responding to residential/industrial/structural/wildland fire emergencies
- Responding to rescues/requests for assistance/reports of smoke
- Responding to electrical hazards/potential sites of ignition
- Safely driving/riding in firefighting/emergency apparatus in response mode
- Identifying on-scene hazards and seeking the source of the fire
- Advising commanding officers of on-scene fire conditions and hazards
- Assessing the emergency scene and determining if assistance from additional fire personnel, law enforcement, medical examiner and/or utility personnel is required
- Determining the stability of supporting surfaces
- Determining the safest route for extricating/evacuating victims
- Following radio response protocols including exchanging information with other crew members, dispatchers and commanding officers at the scene
- Shutting off utility services to building

Hose Handling

- Calculating building height in meters from its floors
- Determining water stream required to reach the fire
- Calculating liters or gallons per minute out of a particular size hose
- Determining the number of lines needed to extinguish the fire

- Wrapping hose around a hydrant to stretch it out and ensure it reaches the port
- Removing the hydrant cap with a wrench
- Coupling a hose connection to the hydrant
- Coupling and uncoupling hose connections
- Dragging/extending accordion folded or flat load, uncharged
- Opening hydrant to charge fire hose
- Dragging/holding a charged hose unassisted and opening the nozzle
- Applying a hose clamp to a charged/uncharged hose

Pump Operations

- Calculating, achieving, and maintaining correct water pressure for hose lines
- Operating foam dispensing equipment
- Inspecting and maintaining fire apparatus during operation by checking gauges and preventing freeze up

Primary Search

- Verbally communicating while wearing personal protective equipment (i.e., a face piece and self-contained breathing apparatus)
- Crawling on floors with limited visibility, feeling around for the heat of the fire source
- Systematically searching for victims including missing firefighters
- Extricating trapped conscious/unconscious victims
- Dragging/carrying/removing conscious/unconscious victims from danger source
- Unassisted, dragging/carrying conscious/unconscious victims downstairs/out of buildings
- Unassisted, carrying conscious/unconscious victims down ladders

Fire Ground Operations

- Calculating building height in meters from its floors to elevated fire apparatus and/or ground ladders to correct height
- Being aware of electrical lines/hazards when positioning fire apparatus, ladders, etc.
- Setting up Aerial Apparatus jacks/out-riggers and placing chocks
- Operating the ladder pipe from Aerial platform and positioning/raising ladder
- Removing extension ladder from apparatus and placing in position
- Butting ladder, raising halyard to desired length and then positioning the ladder by lowering it into its objective
- Climbing Aerial Apparatus and/or ground ladders
- While on a ladder or from other heights (i.e., rooftops), directing hose/nozzle at fire
- Removing from apparatus and transporting/placing heavy equipment into operation (i.e., positive pressure fans, power plants, ladders, tools)
- Hoisting equipment to upper levels with a rope
- Carrying heavy equipment up stairs

- Determining when to open roofs, walls and doors
- Making openings for ventilation using hydraulic/power/hand-tools
- After a fire is extinguished, checking for smoldering fire inside walls and ceiling
- Lowering ladders and re-bedding them onto apparatus
- Reloading wet hose back onto apparatus

Fire Suppression

- Using unwieldy tools (i.e., axes, sledgehammers, etc.) to make forcible entries
- Entering smoke filled buildings/rooms with a hose in hand
- Dragging charged hose on stairs and around obstacles (i.e., furniture, walls)
- Extending the hose line to a fire
- Opening a nozzle on a charged hose line
- Operating/holding a charged line in confined spaces/awkward positions
- Monitoring hot spots/preventing flare ups

Salvage/Overhaul

- Securing/preserving evidence at fire scene
- Stabilizing walls/roofs
- Moving furniture/valuables and protecting them with salvage covers
- Creating dikes for channeling water out of building
- Removing burned and charred waste

Pre-Hospital Care

On-scene pre-hospital care is performed while wearing department issued protective personal equipment.

- Accurately receiving/comprehending radio dispatched information
- Removing from apparatus and carrying to scene heavy trauma bag
- Donning additional personal protective equipment (i.e., gloves, masks, etc.)
- Assessing patient condition and providing initial medical care
- Managing hysterical/agitated/unstable patients requiring medical attention
- Applying resuscitation measures as necessary
- Performing CPR or other appropriate cardiac emergency procedures
- Setting up and operating an Automatic External Defibrillator
- Administering oxygen
- Controlling bleeding/immobilizing fractures/bandaging wounds
- Treating shock
- Assisting in childbirth
- Gathering information from a patient or family regarding the patient's medical history
- Providing concise/complete information to paramedics regarding status of patient(s)
- Assisting paramedics with continued care of the patient
- Preparing and transferring a patient to an emergency vehicle

Vehicle Extrication

Vehicle extrication is performed while wearing department issued protective personal equipment, which may include donning, doffing and regulating self-contained breathing apparatus.

- Controlling the accident scene to protect self, crew, victims, witnesses, etc.
- Directing traffic around accident scene
- Stabilizing vehicles using cribbing and other necessary tools
- Removing from apparatus, carrying, starting and operating heavy/hydraulic equipment to extricate trapped victims
- Safely freeing/removing persons from entrapments
- Preserving evidence at the scene
- Sweeping up/picking up glass, debris, and hazardous material spills

Promoting Positive Public Relations

- Using tact and diplomacy when dealing with all citizens
- Treating citizens, co-workers and members of mutual aid agencies respectfully and with dignity and professionalism regardless of race, creed, gender or beliefs
- Interacting and working successfully with citizens and any outside agencies
- Providing fire education programs to the public
- Making public education appearances
- Conducting demonstrations at community events
- Volunteering time and/or participating in fundraisers for charitable work

Fire Station Duties

- Maintaining physical and mental abilities to be 'fit-for-duty'
- Reporting for duty early to maintain a crew accountability system
- Presenting a clean/neat personal appearance to maintain proper deportment
- Maintaining positive and harmonious working relationships with crew members
- Removing used equipment from apparatus after calls for cleaning/drying
- Removing hoses from drying racks and storing them
- Preparing the emergency vehicles for the next response, including decontaminating, and disinfecting unit and equipment, restocking supplies, inspecting equipment, and making arranging for necessary repairs or replacement
- Performing facility repairs or requesting maintenance calls
- Storing fire equipment and supplies
- Replenishing fire hall supplies when needed
- Maintaining an inventory of tools and equipment
- Thoroughly inspecting, cleaning, polishing, and maintaining apparatus, tools, equipment, and personal protective equipment

- Inspecting, servicing, and performing tests of personal protective equipment including self-contained breathing apparatus
- Performing equipment overhaul operations
- Performing regular service tests on all apparatus
- Participating in ongoing training drills to further develop and maintain proficiency
- Maintaining a neat and clean working/living environment at the fire hall
- Maintaining the exterior of the fire hall (i.e., lawns, walkways, driveways)
- Answering routine phone calls in the fire hall
- Conducting fire hall tours
- Making own bed and changing linens when appropriate
- Working out/participating in group sporting activities to maintain physical fitness

Administrative Duties

- Writing *Patient Care Report* forms and completing other administrative forms
- Completing computerized incident reports (data entry)
- Writing building fire inspection reports
- Completing in-station training materials and following departmental directions

Training Drills

Reviewing training materials to learn and have a working knowledge of:

- Fire behavior and various causes of fire
- How to successfully attack a fire
- Building construction to predict fire reaction
- Forcible entry into buildings
- Ventilation methods to aid in extinguishing fires
- Appropriate fire streams given factors that can affect flow of water through air
- Water supply systems
- Hydraulics and pump operation
- Practicing and performing evolutions
- Caring for hoses, hose lays and hose use
- The characteristics of and proper use of ladders
- Various methods of rescue
- Ropes and knots to accomplish rescues, stabilize vehicles and haul tools
- Extricating victims from vehicles
- Principles of shoring trenches, hydraulics, and weights/gravity
- Technical High Angle Rope Rescue techniques
- Confined Space awareness
- Aircraft Rescue and Suppression techniques
- Computers and Computer programs

- Respective Workplace and Diversity
- Salvage and Overhaul
- Fire alarms and automatic sprinkler systems
- Hazardous materials and techniques
- The most direct routes to various addresses in a response area
- The locations of streets, water mains and hydrants in a response area
- Fire Rescue Service operational guidelines
- Other learning as identified by the Training Division or Shift Officer

Appendix B

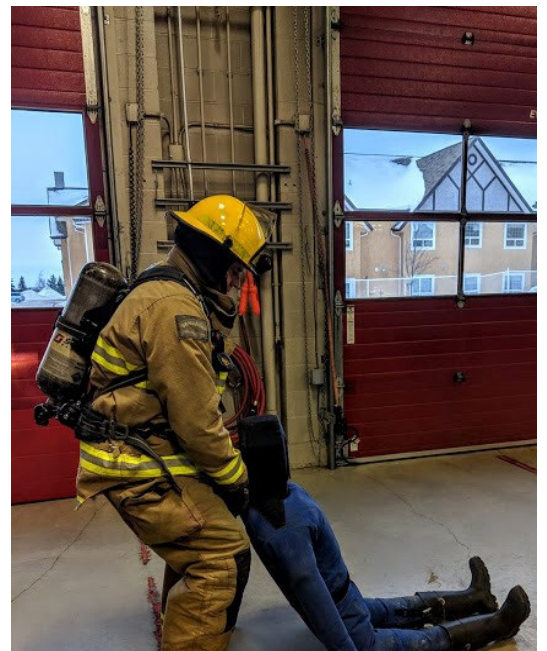
Physical Abilities Assessment

While wearing running shoes, bunker pants and jacket, a fire helmet with chin strap, work gloves, and an SCBA pack with no face piece, applicants shall complete the following tasks:

Task 1: Rescue Drag

In this task, the candidate will be required to drag a Rescue Mannequin weighing approximately 75 kg. (165 lbs.), a distance of 15 meters (50 ft.) around a pylon, and back to the original starting point, a distance of 15 meters (50 ft.). The test starts when the candidate moves to pick up the Rescue Mannequin. The Rescue Mannequin will be laying in a supine position and must be approached from the head, placed in a seated position, and then with the candidate using the correct lifting technique (legs) be raised to the dragging position. The candidate will then walk backwards for 15 meters (50 ft.) turn around a traffic cone and return to the start line as quickly as possible. The test stops when the mannequin has completely crossed the finish line.

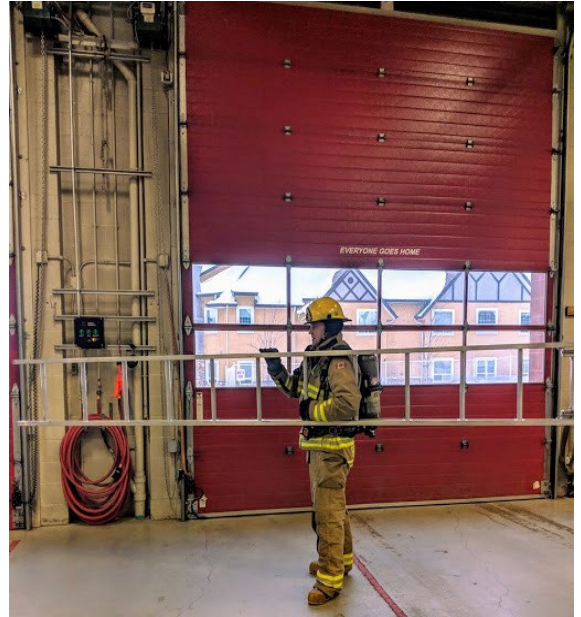
- No part of the mannequin or candidate may touch the traffic cones during the test.
- This test assesses upper and lower body muscle strength and endurance.
- The test must be completed safely to be considered a pass



Task 2: Ladder Lift and Carry

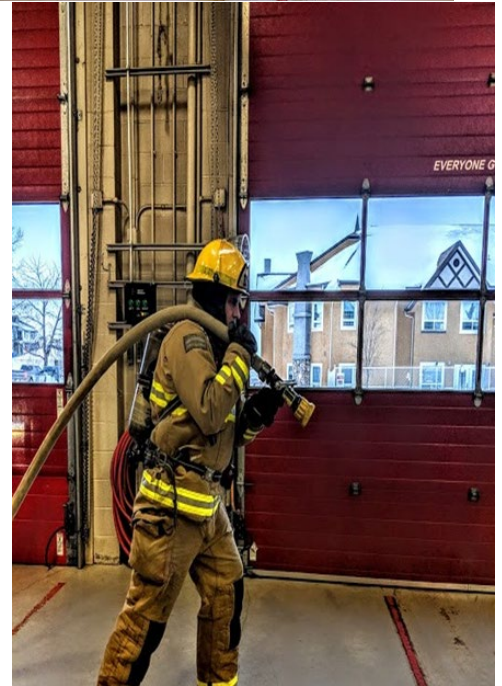
In this task the candidate will be required to lift a 14 foot roof ladder weighing approximately 28 lbs. (12.7 kg) from its resting position on the ground and carry it to an assigned position approximately 15 meters (50ft.) and place it on the ground following the line. The candidate will then pick up the ladder and carry it 15 meters (50 ft.) and place it back on its original resting position on the rack. The test starts when the candidate moves to pick up the ladder.

- The candidate will display the proper shoulder carry method and can use either their right or left side, whichever is most comfortable.
- No part of the ladder is allowed to touch the ground as this test assesses upper body strength and coordination.
- The test must be completed safely to be considered a pass.



Task 3: Charged Hose Line Advance

- In this task the candidate will be required to advance a charged 1³/₄" (44 mm) hose line approximately 25 meters (82ft) in a safe and controlled manner. The test will begin when the candidate touches the hose line.
- The candidate will take the charged hose line and place it over either their left or right shoulder with the nozzle approximately at their waistline. The candidate will then advance the line 25 meters (82ft) until he/she reaches the line.
- The test must be completed safely to be considered a pass.



Task 4: Equipment Carry with Sandbags

- In this task the candidate will be required to carry two (2) sandbags weighing 18 kg (40 lbs.) approximately a distance 15 m (50 ft.)
- The candidate will then safely place both sandbags on the ground and using safe lifting techniques, place each sandbag on shelf one at a time.

- The candidate will then using safe lifting techniques, lift each sandbag off the shelf and return to original position.
- The starts when the candidate reaches for the sandbags.
- At no time can a sandbag be dropped. Sandbags can be placed on ground to re-adjust grip or hand placement.
- The test must be completed safely to be considered a pass.

Task 5: Blacked Out Search Drill

- You will wear a blacked-out facemask and enter our confined space training prop.
- Navigate a narrow passageway on hands and knees for approximately 9 meters (30 ft.)
- Your facemask must remain on throughout the test. Removing the mask before completing your task will eliminate you from the test.

Task 6: Mechanical and Basic Tool Knowledge

- In this task the candidate will be required to identify various tools and equipment from an assortment of tools sitting on a table.
- Basic tool recognition, including: screwdriver types, wrench types, basic hammers, basic saws, and various other small tools used in the fire services industry

Task 7: Forcible Entry

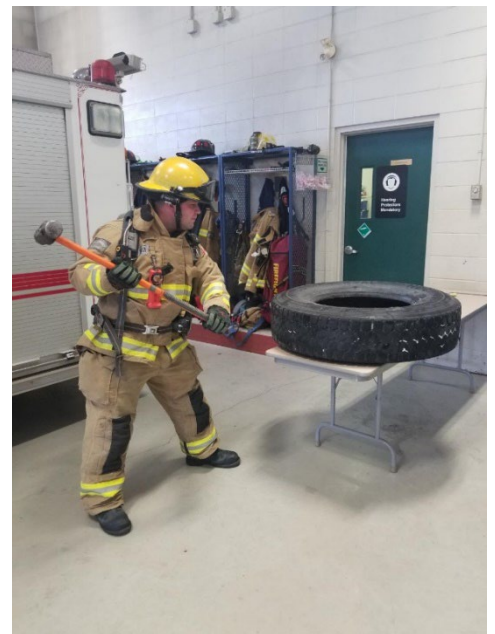
In this task the candidate will be required to use an 8 pound (3.6 Kg) sledgehammer to strike a weighted tire approximately 180 lbs (81 Kg) continuously until moving it 12 inches (30 cm) along a solid surface.

- The test time will begin when the candidate first strikes the tire.
- The candidate will take the sledgehammer and stand to either the left or right of the tire. The candidate must always have the front foot on the line. The candidate will then strike the tire repeatedly in a safe, smooth, and controlled manner using short strokes to maximize efficiency, the candidate will continue striking the tire until he/she has moved it 12 inches which will be marked on the table or until the evaluator tells them to stop.
- The task must be completed in a safe manner

Task 8: Cardio Endurance Test

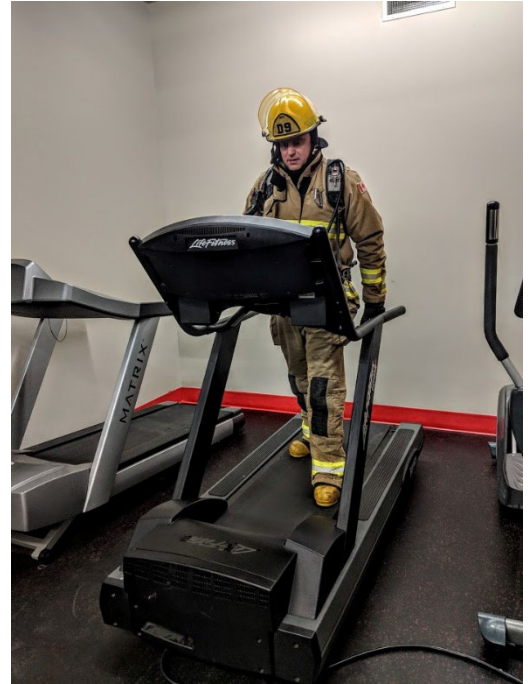
In this task the candidate will have to walk on a treadmill in full PPE including SCBA (running shoes may be worn) and progress through the different stages of grade until reaching 10% grade at 3.0 mph (5.0 km/h) for a total of 8 mins.

- The candidate will start on the treadmill at 3.0 mph at 0% grade for a period of 1 minute. The grade will then change to 5% for a period of 4 minutes. This will be considered the “warm up” period for the candidate.



- At the 5-minute mark, the grade will be changed to 10%. The candidate will then have to walk at 3.0 mph at the 10% grade for a period of 8 minutes. This is the “testing” time. For the candidate to successfully complete the tasks, he/she must complete the 8-minute test period.
- At the conclusion of the “test phase” there will be a “cool down” period of 2 minutes where the grade is reduced to 0%

*****It is very important for the candidate to understand that if there is any dizziness, nausea, or chest pain, they must inform the evaluator and the task will be ended*****



Appendix C

Minimum Medical Requirements

Vision Requirements

Far visual acuity is at least 20/30 binocular, corrected with contact lenses or spectacles. Far visual acuity uncorrected is at least 20/40 binocular for wearers of contacts or spectacles. **Note:** Successful corrective eye surgery or laser surgery may be acceptable providing it has been performed prior to six months of this application or after an acceptable waiting period as defined by your Ophthalmologist. Inadequate far visual acuity can result in the failure to be able to read placards and street signs or to see and respond to imminently hazardous situations.

Medical Conditions Affecting Ability to Safely Perform Essential Job Tasks

Medical standards follow the requirements outlined under the National Fire Protection Association Standard on Comprehensive Occupational medical Program for Fire Departments. Referred to as “NFPA 1582”. Recruit candidates may undergo a comprehensive medical examination and exercising stress test to determine if they are medically “fit-for-duty” and also to rule out any medical conditions that are classified as “Category A” under NFPA 1582.

NFPA 1582, Chapter 6, Section 6.2.2 – Category “A” Medical Conditions

“Candidates with Category “A” medical conditions shall not be certified as meeting the medical requirements of this standard.”

The following information is provided as general guideline and is not all-encompassing. A complete copy of the NFPA 1582 standard can be purchased from the National Fire Protection Association (NFPA) at www.nfpa.org or phone (617) 770-3000.

Category “A” Medical Conditions Not Accepted for Firefighter Positions:

Section 6.3 – Head and Neck

Skull/facial deformities that prevent adequate helmet or respirator face-piece fit

Section 6.5 – Ears and Hearing

Chronic vertigo or impaired balance as demonstrated by the inability to tandem gait walk; On audiometric testing, average hearing loss in the unaided better ear greater than 40 decibels (dB) at 500 hertz (Hz), 1000 Hz and 2000Hz when the audiometric device is calibrated to ANSI Z24.5. Any ear condition or hearing impairment that results in a person not being able to safely perform essential level job tasks.

Section 6.9 – Heart and Vascular System

Section 6.9.1 – Heart Coronary Artery Disease, Cardiomyopathy or Congestive Heart Failure Acute Pericarditis, Endocarditis, or Myocarditis Recurrent Syncope, Condition requiring an automatic implantable cardiac defibrillator, Third-degree Atrioventricular Block, Cardiac pacemaker, idiopathic Hypertrophic Sub-aortic Stenosis.

Section 6.9.2 – Vascular System Hypertension not controlled by approved medications. Thoracic or Abdominal Aortic Aneurysm. Carotid Artery Stenosis or Obstruction, Peripheral Vascular Disease.

Section 6.12 – Abdominal Organs and Gastrointestinal System

Presence of uncorrected Inguinal/Femoral Hernia regardless of symptoms

Section 6.13 – Spine and Axial

Scoliosis of Thoracic or Lumbar Spine with an angle greater than 40 degrees. Multiple spinal surgeries or spinal surgery involving fusion of more than two vertebrae, discectomy or laminectomy, or rods still in place. Any spinal or skeletal condition producing sensory or motor deficits or pain frequently requiring narcotic analgesic medications; cervical, thoracic, or lumbosacral vertebral fractures

Section 6.14 – Extremities

Metal plates or rods supporting bone during healing. Total joint replacement. Amputation or congenital absence of upper or lower extremity (i.e. hand, foot, thumb proximal to the mid proximal phalanx). More than one shoulder dislocation without surgical repair or recurrent shoulder disorder within last five years.

Section 6.15 – Neurological Disorders

Ataxias of hereditary degenerative. Cerebral arteriosclerosis. Hemi paralysis. Multiple sclerosis or myasthenia gravis with activity within previous three years. All epileptic conditions without complete control during previous five years. Dementia and Parkinson’s diseases.

Section 6.18 – Endocrine and Metabolic Disorders

Diabetes mellitus which is treated with insulin. Diabetes which is not treated by insulin nor controlled.