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Volunteer Firefighter Application Manual



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INTRODUCTION

Thank you for your interest in becoming a volunteer member of the Claresholm Volunteer Fire Department. 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 2 skills.

Volunteer firefighters are members of our team who play a key role in the delivery of fire services to the Town of Claresholm. Volunteer firefighters respond to fires, rescues, medical aid, hazardous materials, and a host of other calls to aid the public. The Town of Claresholm Fire Service responds to over 275 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.

OUR SERVICE

Volunteer firefighters come from all walks of life; from school teachers, 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.

The Town of Claresholm Fire Hall was built in 1978 and is located at 350-43 Avenue West. Our Service is equipped with:

- 3 engines
- 1 Rescue with support Trailer & Polaris Ranger
- 2 Bush / Wildland Trucks
- 1 Medical Response Unit
- 1 16,000L Water Tender
- 1 Command Unit



Figure 2: Engine 13-1

In 2022, CFD responded to 285 calls for service including:

- 13 Structure Fires
- 62 Medical First / Co-Response
- 33 Motor Vehicle Collisions
- 33 Outside Fires
- 37 Fire Safety Codes Inspections / Investigations

THINGS TO CONSIDER BEFORE APPLYING

The Town of Claresholm volunteer firefighter recruit selection process is not to be taken lightly.

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 Town of Claresholm Fire Service 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 craig@claresholm.ca
2. Before you submit your 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 about our Town. 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.
5. Job fit/suitability is one of many critical factors considered in our decision-making processes. Completion and/or passing all steps in the recruitment process does not ensure a job offer.



Figure 3 - Engine 13-1, 13-2, Bush 13-1

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.

SELF-EVALUATION QUESTIONNAIRE

Use these questions to help you decide if becoming a Town of Claresholm 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.

FIREFIGHTERS' BENEFITS

Volunteer firefighters are covered by Workers Compensation Board 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 (Duty Shirt & Pants). Uniforms remain the property of the Town of Claresholm and must be returned upon request.

FIREFIGHTERS' TAX DEDUCTIONS

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

HOURS OF WORK (Probationary & Full Appointment)

- At a minimum, attend no less than 50% of regularly scheduled training nights – first & third Wednesday of each month
- Additional evenings or weekends may be required to complete additional training.
- In addition to bi-weekly training, each crew is responsible for performing apparatus & equipment readiness checks on two pieces of apparatus, rotating on a monthly basis.

TRAINING WE PROVIDE

Interested volunteer firefighters are trained and certified at the Department'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 1072 Hazardous Materials Operations. Other training provided by the department includes, but is not limited to:

- Airbrake Endorsement
- First Aid with CPR HCP endorsement
- NFPA 1002 – Fire Apparatus Driver/Operator
- NFPA 1006 – Standard for Technical Rescue Qualifications
- NFPA 1021 – Fire Officer I
- NFPA 1041 – Fire Service Instructor I
- Incident Command System 100 & 200
- Ice Safety & Rescue – Technician
- NFPA 1051 Wildland Firefighter



Figure 4 - Volunteer firefighters between training evolutions



Figure 5 – Command 13

Figure 6 – Probationary FF with crew Captain



MINIMUM FIREFIGHTER QUALIFICATIONS

You must be:

- Be between the ages of 18 and 65 inclusive. Persons over the age of 65 may continue to serve in specific capacities as approved by the Fire Chief
- 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). Proof of which may be required.
- You must provide documents (at the specified time on the application form) verifying you have:
- A valid Provincial driver's license, with no more than six demerit points for the past 5 years and no current suspensions or driving prohibitions.

Desirable Training and Experience

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



Figure 7 – Rural Water Supply Training

Important Qualifications 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 processes.
- 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 applications will be accepted from you.

Living Boundary

A volunteer firefighter must reside within 10 minutes of the Town of Claresholm municipal boundaries.

RECRUITMENT PROCESS

The volunteer firefighter recruitment process has five steps.

- Step 1 – Application/Prescreen
- Step 2 – Interview with Chiefs
- Step 3 – Invitation to Observe Training Night
- Step 4 – Interview with Membership / Selection Committee
- Step 5 – Invitation to Join

Applicants selected to move on to the next step will be notified via phone call or email. It is the candidate's responsibility to ensure email addresses and phone numbers are up to date. It is the candidate's responsibility to check emails on a regular basis to ensure that process deadlines are met.

Firefighter Selection Process Overview

STEP 1 – Application/Prescreen

Download the application form available online via the Firefighter Recruitment page <http://www.claresholmfire.com/wp-content/uploads/2020/09/cfd-application-form2020.pdf> 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 applicants must follow the application protocols outlined in this manual.

Applicant Information

This section 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 six (6) 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.

STEP 2 – Interview with Chief & Deputy Chief

Applicants will be contacted to arrange a date and time to meet with the Chief & Deputy for a sit-down interview and station tour. This interview will give the Chiefs a chance to meet with the applicant, ask questions relating to the application as well as give the applicants a chance to tour the facility and apparatus.

STEP 3 – Invitation to Observe a Training Night

Applicants who are successful in the interview portion of the process will be invited to join the department as an observer at the next available & appropriate bi-weekly training night. (Held on the first & third Wednesday of each month starting at 19:00). This will give the applicants the chance to observe firefighters training and get a “feel” for what will be required of them should they be successful. Applicants will *not, at any time* take an active role in the training being preformed during this portion of the selection process.

STEP 4 – Interview with Membership / Selection Committee

Applicants will, after observation of a training night have the opportunity to meet with the (entire) membership. This will allow for the members (selection committee) to ask further questions of the applicant, and the applicant to ask questions of the members, and give their reason for application to the department.

STEP 5 – Invitation to Join

Following steps 1→4 above, if the selection committee feels that the applicant would make a suitable probationary firefighter, the Chief will extend a verbal offer of employment to the applicant.

PROBATIONARY PERIOD

New volunteer firefighters are placed on a probationary period for a minimum of 6 months. During your probationary period, you will undergo extensive training and evaluation to determine ongoing suitability as a volunteer firefighter. You will undergo ongoing 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 Town of Claresholm 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.

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FREQUENTLY ASKED QUESTIONS – MINIMUM QUALIFICATIONS

- 1) **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 conditions that may affect your ability to perform essential fighter job tasks. Please do not submit a vision report, audiogram report or any other medical information with your application.
- 2) **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 <http://eae.alberta.ca/labour-and-immigration/overview-of-immigration/international-qualifications-assessment-service.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.
- 3) **Q** “Do I require a commercial vehicle driver’s license?”
- A** No, you require a minimum of a Class 5 driver’s license with no more than 6 demerit points to apply. 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 CFD vehicles.

- 4) **Q** “Do I require previous firefighting experience or training prior to making application?”
- A** No. The department will train you in firefighting skills including hands-on live fire training.
- 5) **Q** “Do I need Basic First Aid or a First Responder Certificate?”
- A** No, although desired, you will be trained by the department in CPR and first aid to the required level including spinal immobilization and AED endorsements.

FREQUENTLY ASKED QUESTIONS – APPLICATION

- 1) **Q** “Can I include copies of other certificates or awards I have attained?”
- A** No. We recognize your need to include this information, however, please bring copies to the interview. There are sections in the Firefighter Application for you to provide us with these details.
- 2) **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 or phone call if you are advancing to the next stage or not, and/or of your eligibility to re-apply.
- 3) **Q** What other responsibilities do firefighters have other than fighting fires?
- A** Firefighting actually 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 Town of Claresholm 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.

- 4) **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 Town of Claresholm 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.
- 5) **Q** “Who do I contact if I have additional questions?”
- A** Please contact the Town of Claresholm Fire Services via email info@claresholm.ca and one of our members will contact you in a timely manner.

FREQUENTLY ASKED QUESTIONS – INTERVIEW

- 1) **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.

- 2) **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.
- 3) **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.

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FREQUENTLY ASKED QUESTIONS – SELECTION PROCESS

- 1) **Q** “How long will the entire recruitment process take?”
- A** We expect that the recruitment process will take approximately two to four weeks.
- 2) **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 or phone call 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.).

FREQUENTLY ASKED QUESTIONS – Reference and Criminal Record Checks

- 1) **Q** “Who can I use as a reference?”
- A** The reference has to be a supervisor that you have reported to in a work situation. The reference cannot be a family member.
- 2) **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 behaviour 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.

FREQUENTLY ASKED QUESTIONS – JOB OFFER AND NOTIFICATION

- 1) **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.
- 2) **Q** “Am I expected to respond to calls right away?”
- 3) **A** No. Applicants must complete a recruit training program prior to receiving a full appointment as a volunteer firefighter.

FREQUENTLY ASKED QUESTIONS – GENERAL

- 1) **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.
- 2) **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.
- 3) **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.
- 4) **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.
- 5) **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.

- 7) **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 33% of weekly training nights and as many incidents as the firefighter is able over six (6) months.
- 8) **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.
- 9) **Q** “What if I have consumed alcohol?”
- A** Volunteer firefighters are **not** allowed to respond to emergencies if they have consumed alcohol.
- 10) **Q** “Is it possible for me to concentrate my participation and specialize in one area of Fire Service response?”
- A** 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.

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.
- 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/non-existent.
- 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 odours 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. For example:

- 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.

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 down stairs/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.
- 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, sledge hammers, 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'
- 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

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