

# Pre-qualification Procedures

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***Volunteer recruitment process consists of the following stages.***

## **PREAMBLE:**

Individuals interested in joining the Town of Georgina Volunteer Fire Force may pickup applications at the following Georgina Fire Halls or from the Town of Georgina Human Resources Department. Completed applications will be forwarded to Station 1-4 in Keswick. At such times as Volunteer Fire recruitment becomes necessary, all applications, on file, will be reviewed according to the Volunteer Fire Fighter Recruitment Procedure.

- Station 1-4, 165 The Queensway South, Keswick.
- Station 1-6, 37 Snooks Road, Sutton
- Town of Georgina Civic Centre, Human Resource Dept., 26557 Civic Centre Road, Keswick

## **MINIMUM REQUIREMENTS FOR APPLICATION:**

- Valid Driver's License
- Medical Certificate – completed by applicants physician
- Insurable – (Under the Corporations fleet policy)
- Proficient in English
- No Criminal Record (with occupational relevance) for which a pardon has not been granted
- A reliable means of transportation to respond to fire stations for alarms and training
- Provide a certificate of vulnerable sector screening. (*Required at Stage 7*).

**Any / all costs associated with any documentation are the sole responsibility of the applicant.**

The Fire Chief will monitor Volunteer staffing levels and determine the need and need requirements for Volunteer Fire Fighters.

The Fire Chief may alter the recruitment procedure from time to time to best meet the needs requirements of the Fire Department.

## **VOLUNTEER FIRE FIGHTER RECRUITMENT PROCEDURE**

### **STAGE ONE: APPLICATION REVIEW**

The Fire Chief and/or Deputy Chief will review all applications, applicants who are not a minimum 18 years of age, or those who have been convicted of a criminal offence for which a pardon has not been granted, will be eliminated at this stage. Applicants will be reviewed with priority being given to those applicants who demonstrate the following:

- Pre-Service Firefighter Program
- Employment or residence within the municipality
- Current first aid and CPR certifications
- Valid Class DZ drivers license with a clean abstract
- Permission to leave place of employment to respond to alarms
- Daytime availability
- No criminal record with occupational relevance for which a pardon has not been granted

If there are insufficient applications on file, the Fire Chief may advertise in the local media for volunteer fire fighters

## **STAGE TWO: CONTACT CANDIDATES**

The Deputy Chief or his designate will contact candidates meeting the prerequisite hiring criteria. The individuals will be advised that we are presently in the process of hiring volunteer fire fighters and ask if they are still interested in this position. If so, they will be advised of the date, time and location of the Orientation Session.

Candidates that cannot be contacted after three attempts will be eliminated at this stage.

## **STAGE THREE: ORIENTATION SESSION**

All candidates will attend an orientation session conducted by the Fire Chief and/or Deputy Chief with assistance from other Officers as deemed necessary. The candidates will be given an introduction to the organization of the Georgina Fire Department and made aware of the requirements of the Training Completion Policy and the Call Attendance Policy. Candidates will have an opportunity to ask any questions that they may have at that time.

Candidates will be given appropriate training materials from which to study for a written examination, and will be made aware of the date, time, and location of the written examination. Candidates will be advised of the format for the practical training and testing and the date, time and location of this training.

## **STAGE FOUR: TESTING SESSION**

All candidates will be given a written examination based on the material distributed at the orientation session. This will be a true and false, multiple choice, short answer and fill in the blanks test taken from the Office of the Fire Marshal General Level Curriculum section on the selected topic. The test will further include general aptitude questions. A minimum of 70% is required to be eligible to proceed to an interview.

Each candidate will be required to complete job specific physical components. The tasks are designed to reflect job related tasks required in the performance of firefighting duties.

Applicants will be required to submit a completed Consent Waiver and Release Form for participation in the job specific physical appraisal.

Sample tasks include, but may not be limited to:

- Search an area to retrieve an object with an SCBA and a darkened mask
- Uncouple and couple hose connections
- Hoist and lower equipment
- Hose Advance/Drag
- Ladder Lift
- Victim Drag
- Ladder climb

These are pass/fail tests.

## **STAGE FIVE: INTERVIEWS**

Candidates who successfully pass the testing session, as determined by the facilitators and meet the specific availability criteria, will be contacted and requested to attend an interview. Candidates attending an interview will be required to provide three work related references at this time.

Interviews will be conducted by the Fire Chief and/or Deputy Fire Chief with assistance from any other officers as deemed necessary.

## **STAGE SIX: PRELIMINARY SELECTION**

Of those candidates that were interviewed, the most suitable applicant(s), for each available position, will be contacted and advised that they are eligible to proceed to the next stage. The preliminary selection is based on availability, results of the written and practical testing, and interview scoring.

## **STAGE SEVEN: SECTOR SCREENING, MEDICAL, AVAILABILITY, AND DRIVERS ABSTRACT**

The selected candidates will be required to provide to the Fire Chief by a given date the following documentation:

- Certificate of vulnerable sector screening
- Availability Form
- Drivers Abstract
- Medical exam report from applicants physician indicating the applicant is able to perform the duties of a firefighter

**Any / all costs associated with any documentation are the sole responsibility of the applicant.**

## **STAGE EIGHT: REFERENCE CHECKS**

Each selected candidate will be subject to reference verification by the Human Resources Manager. All references provided by the applicant will be contacted to ensure suitability as a volunteer fire fighter with the Georgina Fire Department. Any applicant receiving an unsatisfactory reference will be eliminated at this stage.

## **STAGE NINE: NOTIFICATION**

The successful applicant(s) will be notified verbally, advising that they have been approved for duty as a probationary volunteer fire fighter and there will be a follow up confirmation in writing.

## **PROBATIONARY REQUIREMENTS**

Prior to receiving a pager or being allowed to respond to alarms a candidate must successfully complete 60 hours of training. This training will be conducted during the evenings and on weekends. **You will not be compensated for this training.** Practical testing and mini quizzes will occur throughout the training with a minimum mark of 65% required overall to be eligible to write the final exam. A mark of at least 75% must be obtained on the final exam. Those failing the exam will be terminated at this point.

The Fire Chief may alter the number of required hours of training based on an individual's experience level.

Those that successfully complete the probationary training will be issued a department pager and all appropriate personal protective equipment and will be placed on one (1) years probation.