



**NORTH DUMFRIES FIRE
DEPARTMENT
2024/2025 RECRUITMENT
MANUAL**

Thank you for your interest in becoming a part of the North Dumfries Fire Department. All information related to the process can be found within this manual. Please read it carefully and observe all important meetings and deadlines.



Firefighter Recruitment Manual

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A MESSAGE FROM THE RECRUITMENT TEAM

Dear Potential Recruit:

Thank you for taking interest in becoming a firefighter in the Township of North Dumfries. The North Dumfries Fire Department Recruitment Team have always strived to hire the most suitable firefighters for our Fire Department – those who will help serve our community for many years to come. The fire recruiters are dedicated to selecting the most competent and qualified individuals who will help maintain our current level of service.

North Dumfries Fire Department recruits are involved with an extensive recruit training program involving mandatory passes on the National Fire Protection Association (NFPA) Level 1 and Level 2, First Responder, and specialty rescue courses. Firefighter recruits are expected to participate in over 200 hours of in station training, not including the many hours of home study, all within a six-month period. After this, training will also continue for years to come.

Being a volunteer firefighter requires a significant commitment of your time to both train and respond to emergency incidents. The safety of the public, yourself and your fellow firefighters depends on the skills you will learn and more importantly maintain and improve. Volunteer firefighters are on call 365 days a year (including holidays), 24 hours a day, and 7 days a week. Calls seem to inevitably come at the most inopportune times; when you sit down to a holiday dinner with family. You must remember, you *volunteer* once – and then it's a *commitment* to help others who are having the worst day of their lives.

BUT the personal rewards and satisfaction received from being involved in a fire department are often beyond description. There is a sense of accomplishment after controlling a building fire, compassion for accident victims, and fulfillment in teaching fire safety. This list goes on and on... The bottom line in our business is measured by the prevention and reduction of loss of life, pain, suffering and property damage that we have in our service. We are here and prepared for one reason and that is to provide a vital service to our community. It is a difficult, exciting and fulfilling journey, but one that is very worthwhile. Good luck on the recruitment!

The Recruitment Team



The following job advertisement was published:

The Township of North Dumfries

Firefighter Recruitment

- Do you enjoy being community active and helping others?
- Are you motivated and enjoy challenges, problem solving, and teamwork?
- Are you looking for lifelong learning and development in community service?
- Are you able to respond to emergencies as soon as your pager alerts you?
- Are you physically fit and able to work under difficult conditions and temperatures?

Qualifications:

- Grade 12 education diploma or equivalent.
- Ability to understand and communicate clearly in English (oral and written)
- Mechanical aptitude (i.e., good with hands and equipment)
- Basic First Aid/CPR Certificate an asset
- Have a valid Ontario class "G" driver's license with no more than 3 demerit points
- Not have any criminal convictions for which a pardon has not been granted
- Superior interpersonal skills and customer service skills including the ability to work effectively in a team environment
- Ability to handle matters of a confidential or sensitive nature, and to maintain confidentiality
- Reside within 5km driving distance of the fire hall

The fire department will be hosting an applicant information and hands on session at the North Dumfries fire hall on October 27, 2024 from 1:00 pm to 3:00 pm. You (and your family) are strongly encouraged to attend this open session, which will provide detailed information regarding the recruitment process, job requirements and opportunity to speak with a member of our department.

Interested applicants are invited to send a detailed resume and cover letter by **no later than 4:30 p.m. November 1, 2024** to the Fire Chief, Robert Shantz, North Dumfries Fire Department, 501 Scott Street, Ayr, ON N0B 1E0 email: rshantz@northdumfries.ca; Deputy Fire Chief, Eric Yates, North Dumfries Fire Department, 501 Scott Street, Ayr, ON, N0B 1E0 email: eyates@northdumfries.ca. Recruitment packages are available at the North Dumfries fire station or Township office during regular business hours or visit our website at www.northdumfries.ca

Are You Ready for the Challenge?

If you need an accessible format, please email rshantz@northdumfries.ca or call (519) 632-8800. If you are contacted regarding this position, please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.



The Township is an equal opportunity employer. We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted. Applicant Information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for candidate selection.

THE GENERAL RECRUITMENT PROCESS

STEP ONE: RECRUITMENT MANUAL/APPLICATION PACKAGE

Recruitment Manual/Application Package can be picked up (after the published date) from the North Dumfries Fire Station at 501 Scott St, Ayr, Township of North Dumfries office at 106 Earl Thompson Rd, Ayr, and the North Dumfries Community Complex at 2958 Greenfield Road, Ayr Monday to Friday 9:00 a.m. to 4:30 p.m. It is also available on the township website at www.northdumfries.ca. The recruitment team will review your application to decide on your competitiveness.

STEP TWO: INFORMATION SESSION

On **Sunday October 27, 2022, from 1:00 pm to 3:00 pm** there will be an information and hands on session open to all who are considering application. This session will be approximately 2 hours in length. During this time, you will receive information regarding the aptitude test, fitness/mechanical testing, recruit training, the application process, the probationary period, and a lot of general information about the fire department. It is VERY important that you attend this session if you are considering putting in your application. Also, bring your spouse or other supporting family. There is so much of this job that depends on having the support those at home. There is a huge commitment – everyone deserves to know how their life will be impacted by this decision!

Contact information and important dates will be confirmed at this session.

STEP THREE: APPLICATION

Once you have attended the information Session and have made your decision to continue with the application process, you need to complete a resume and cover letter. Be sure to include your involvement in the township and why you are interested in this opportunity.

Please seal your resume and cover letter in an envelope and clearly label it:



Firefighter Recruitment, Personal and Confidential

ATTN: Fire Chief, Robert Shantz

Resumes can be dropped off at the fire hall or the township offices during regular office hours. Again, please note that the application deadline is **no later than 4:30 p.m. November 1, 2024.**

Your application will be assessed for completeness and compliance. If you meet all minimum requirements, you may be invited to continue to the next step in the recruitment process.

STEP FOUR: FORMAL INTERVIEW #1 & APTITUDE TEST (WRITTEN)

Applicants successful to this point will be interviewed by the Recruitment Team.

A member of the Recruitment Team will call all successful applicants with an interview date and time. The anticipated interview dates will be the last two weeks of November 2024. The interview phase of the recruitment assists the recruitment team in learning more about you as a person.

Please bring the following to the interview:

- Original or photocopies of your stated qualifications on your resume (i.e. certificates, diplomas, licenses, etc.)
- If not indicated on your application package, a list of employment history (3 years) and character references (3 references)

Following the interview, you must provide: (timelines will be provided)

- Provide a Drivers abstract with no more than 3 points accumulated. (This abstract can be obtained at any Drivers Licensing office)
- A clean Criminal Record Search including work with vulnerable sectors. Forms will be handed out at the interview to start this process. (any job offers will be contingent of a clean record)
- Candidates will be required to provide a medical certificate from a qualified physician that indicates you are able to perform all expected duties of a firefighter. We suggest that you book an appointment immediately due to the amount of time it can take for a doctor's schedules. Forms will be handed out at the interview.

One of the skills of a firefighter is to have a large breadth of general knowledge. The written Aptitude Test covers a range of skills that are important to firefighting in our Township. The applicant must achieve a pass to continue with the hiring process. The aptitude test will be written following the interview.



The Aptitude Test was developed by the Recruitment Team and will assess your competence with respect to:

- Reading Comprehension
- Mathematical Skills (Calculators will not be permitted)
- Problem Solving
- Writing skills
- General Knowledge of North Dumfries Township: roadways, businesses, government, etc.

Some sample questions might be:

1. Name one North Dumfries Township Councilor?
2. Super Gasoline sells for \$2.50 per gallon. Assume there are 4 L in 1 gallon. What will be the cost of 16 L of fuel?
 - a. \$5.00
 - b. \$16.00
 - c. \$10.00
 - d. \$2.50

Questions on this test will take the form of multiple-choice, true and false and fill in the blanks. The Recruitment Team will not provide test scores.

If you are successfully on the Interview & Aptitude Test, you may be invited to proceed to the next stage in the recruitment.

If you do not achieve a passing score you will not continue with the hiring process.

STEP FIVE: FITNESS/MECHANICAL EVALUATION

All applicants will be required to complete the fitness/mechanical assessment. This is a test conducted by our recruitment & training team that gauges your ability to perform routine activities involved in firefighting. The test date will be provided upon successful completion of steps 1-4. Some of the components of the testing will include Self-contained breathing apparatus (SCBA), ladders, searching, confinement, entanglement, basic mechanical techniques.

There are many water sources around out township and water and ice rescue is part of our rescue services. As a member of the North Dumfries Fire Department, you are required to have a basic swimming ability. Within the one-year probationary period, you will be required to complete a swimming evaluation which includes a basic swim and treading water for a period of time.



STEP SIX: VERIFICATION PROCESS

The Recruitment Team will conduct reference checks and review your application package.

As part of the verification process, a member of the recruitment team will call employment and character references that you provided. It is the responsibility of the applicant to ensure that all reference information is correct and up to date.

STEP SEVEN: FORMAL INTERVIEW #2

Applicants successful to this point will be interviewed by the Fire Chief & Deputies.

A member of the Recruitment Team will call all successful applicants with an interview date and time. The anticipated interview dates will be the first week of December 2020. This step of the recruitment phase assists the Chiefs & recruitment team in making final decisions for successful candidates.

Please bring the following to the interview:

- Additional information, documentation certification you feel is relevant to the position.

STEP EIGHT: THE JOB OFFER

The Deputies or a member of the Recruitment Team will call successful candidates. Anticipated start date is January 2025. If you are successful – Congratulations!

Applicants are expected to provide immunization records within a 6-month period (and immediately begin completing missing vaccinations).

ON THE JOB: RECRUIT TRAINING & PROBATIONARY PERIOD

If you receive a job offer, there will be a busy 5 months of in-house training that will get you up to speed on some basics like professionalism, the *fire service*, personal protective equipment, self-contained breathing apparatus, and additional mandatory requirements. This initial training will be 1-2 evenings a week, typically a night best suited for attendance by all recruits.

From date of hire applicants will become Recruit Firefighters, until they are promoted to a Probationary Firefighter (successfully completion of recruit training).



At the end of recruit training you will write your National Fire Protection Agency (NFPA) Level 1 firefighter certification. Upon successful completion of this test, you will be issued a pager and begin responding on the trucks to calls and attending training bi-weekly with the other members of the North Dumfries Fire Department.

Probationary Firefighters must then pass the following:

- National Fire Protection Association (NFPA) 1001 Level 1 Firefighter Exams
(Training will continue in future years for NFPA Level 2 and beyond)
- DZ driver's license accreditation within one year
- Swim Test & Treading Water within one year
- Canadian Red Cross, Emergency First Responder
- NFPA 1071 Hazardous Materials Awareness Exam
- Attend near 100% training

The Fire Chief has the authority to extend the probationary period if deemed necessary.

FACTORS TO CONSIDER BEFORE APPLYING

There will be much more information than this booklet contains communicated during the information session. However, some questions you can begin asking yourself and some things you may want to consider are as follows:

- Successful completion of all assessment tests does not ensure a job offer.
- Does my current residency allow for a reasonable emergency response time?
- Before you decide to challenge yourself as a North Dumfries firefighter, learn all you can about the job. The Information Session will answer many questions, but also try and speak with other firefighters about the job. You need to go into this process with your eyes open.
- The recruitment team has the responsibility of selecting individuals with personal values that match the North Dumfries Fire Department values of pride, professionalism, respect, and teamwork.
- At times, this is a very tough job. A basic level of physical fitness is required to do the job effectively and safely. Can you work for extended periods of time under arduous conditions and in extreme temperatures? We can help you with the training, but you need to have the underlying drive and ability.



- Are you a motivated person who challenges themselves to life-long learning? There is no end to the learning within this department! You will constantly be pushed with new information and skills. There are many opportunities to advance yourself with outside courses and to then bring those new skills back for others at the hall.
- Do you meet all minimum qualifications? We will train you to be a safe and competent firefighter, but you need to have some basic qualifications before you start.
- Does my lifestyle allow me to commit to the required hours of training in house and home study as well as attend emergency calls? Now this is a big one. Once you are through the heavy recruit training, regular training for everyone is offered bi-weekly on Monday evenings from 7:00- 9:30 p.m. Training lasts for two & half hours. Additional training is required periodically on a weekend. On top of this training there are calls – lots of them. We will discuss this in much more detail during the Information Session.

BENEFITS OF VOLUNTEERING

There are many benefits of volunteering as a firefighter in the Township of North Dumfries.

One of these benefits is that you get to be a very active firefighter! We are one of the busiest stations in all of Ontario. We cover a very large geographic area from Cambridge to Kitchener to Flamborough and from Brant to Oxford to Wilmot. We also cover a busy section of highway 401. We respond to many different types of calls besides fires such as: car accidents, medical assists, and public assists. There will be much more information on this during the Information Session.

Successful candidates will receive (at the minimum) the following certifications:

- National Fire Protection Association (NFPA) Firefighter 1001 Level 1 Certification
- Canadian Red Cross Emergency First Responder
- NFPA 1072 Hazardous Materials Awareness Level Certification

Additionally,

- Appreciation of a job well done with recognition and possible reward
- Challenging work environment
- Opportunity for lifelong learning
- Benefits and Insurance
- Personal satisfaction with meaningful incentives
- Remuneration for training and calls, starting at probationary firefighter level



MINIMUM QUALIFICATIONS

Personal Traits:

- Actively involved and live within the community
- Believe physical fitness is a way of life
- Follow and complete oral and written instructions
- Able to work harmoniously with other persons
- Must be able to treat all persons with respect and dignity regardless of race, gender or beliefs
- Ability to continue required tasks especially during emotional suffering, tragedy or loss of life
- Maintain a positive attitude and professionalism on and off the job
- A clean criminal record; a clean Driver's Abstract; and a successful medical form

Vaccinations:

- NOTE: Vaccinations can be obtained after receiving a job offer, but proof of vaccination must be provided before responding to emergency calls will be permitted. We advise you to get these vaccinations as soon as possible.
- Hepatitis B shots (*Twinrix* is common)
- Tetanus and Diphtheria

Although not required, the following vaccinations are strongly recommended:

- Mumps, Rubella, Measles, Yearly Flu shots

Education & Certifications:

- High School Diploma
- Minimum Class G License

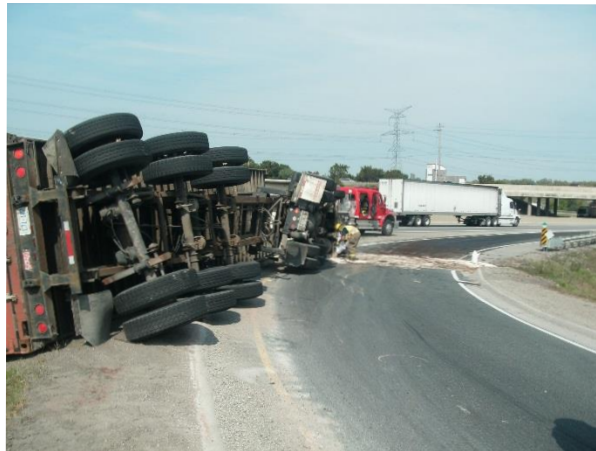
The following Education & Certifications would be an asset:

- Fitness CPAT evaluation certificate
- Post-Secondary education
- Standard First Aid and CPR
- Class D License (Note: you will be required to obtain your DZ license within the first year)



Final Words

Becoming a firefighter is an exciting life change and a wonderful way to give back to your community. What you get out of it directly relates to what you put in. Opportunities to learn new topics and skills will be available throughout your career. It is a job you can love and there is an exquisite pride in being a part of a wonderful, life-saving, and professional organization. Good Luck to Everyone!



Smoke Alarms at Home

SMOKE ALARMS ARE A KEY PART of a home fire escape plan. When there is a fire, smoke spreads fast. Working smoke alarms give you early warning so you can get outside quickly.

SAFETY TIPS

- Install smoke alarms in every bedroom. They should also be outside each sleeping area and on every level of the home. Install alarms in the basement.
- Large homes may need extra smoke alarms.
- It is best to use interconnected smoke alarms. When one smoke alarm sounds, they all sound.
- Test all smoke alarms at least once a month. Press the test button to be sure the alarm is working.
- Current alarms on the market employ different types of technology including multi-sensing, which could include smoke and carbon monoxide combined.
- Today's smoke alarms will be more technologically advanced to respond to a multitude of fire conditions, yet mitigate false alarms.
- A smoke alarm should be on the ceiling or high on a wall. Keep smoke alarms away from the kitchen to reduce false alarms. They should be at least 10 feet (3 meters) from the stove.
- People who are hard-of-hearing or deaf can use special alarms. These alarms have strobe lights and bed shakers.
- Replace all smoke alarms when they are 10 years old.

FACTS

- 1 A closed door may slow the spread of smoke, heat, and fire.
- 1 Smoke alarms should be installed inside every sleeping room, outside each separate sleeping area, and on every level. Smoke alarms should be connected so when one sounds, they all sound. Most homes do not have this level of protection.
- 1 Roughly 3 out of 5 fire deaths happen in homes with no smoke alarms or no working smoke alarms.

NATIONAL FIRE PROTECTION ASSOCIATION
The Authority on Fire Prevention and Firefighter Training
NFPA

Your Logo

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**LOOK.
LISTEN.
LEARN.**

Be aware.
Fire can happen anywhere.

**FIRE PREVENTION WEEK:
OCTOBER 7-13, 2018**
firepreventionweek.org

