



Central Peace Fire & Rescue Commission  
Volunteer Firefighter Recruit Application Manual

**CENTRAL PEACE FIRE & RESCUE COMMISSION  
VOLUNTEER FIREFIGHTER RECRUITMENT  
APPLICATION MANUAL**

VISION STATEMENT:

“To be a highly effective fire and rescue service that serves the needs of the Central Peace Region”

MISSION STATEMENT:

“To protect and save lives and property by providing effective, efficient, economical, sustainable, fire and rescue services to the people of the Central Peace Region”.



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## MESSAGE FROM THE CHIEF

Thank you for taking the time to consider becoming a Volunteer Firefighter with the Central Peace Fire & Rescue Commission. We are committed to recruiting talented and motivated individuals, persons who possess a high level of integrity, and the willingness to serve our community.

As our citizens place their trust in the Central Peace Fire & Rescue Commission (CPFRC) for a high quality of service when in need, it is important that our members have a strong commitment to professionalism both on and off duty. It is our aim to select recruits who demonstrate that they will honour our standards and value the vision and mission statement of the department.

The role of a firefighter is enveloped in a deep history of sacrifice and courage, tradition and organization, and one that accepts you no matter where in the world you go as a brother or sister without question.

The role of a Volunteer Firefighter is not suited to everyone. Desire alone does not suggest a suitable fit. The pressure, sacrifice and risks that firefighters face separate this job from others.

This package has been developed to inform you of the position requirements and your role as a potential candidate in our volunteer firefighter recruitment process. We ask that you conduct an honest self-evaluation before submitting your application. Familiarize yourself with the job functions and requirements fully. Understand that this commitment will involve your family's full support in order for you to succeed in this service.

Should you decide to apply, you must understand that I'm asking you to commit to an extensive recruit program with not only working on theory and practical skills at the fire hall but also there will be some research and study to be done at home in order to complete the program in a timely manner.

If this sounds like the organization that you would be proud to be a part of, then with preparation, which is the key to success, a positive attitude, the hunger for learning new skills, and serving your community, then let's proceed to the next step.

I wish everyone the best of luck in this endeavor and welcome you to the recruitment process.

If you have any questions please do not hesitate to call me.

Brian Kroes

Manager/Fire Chief

Central Peace Fire & Rescue Commission

(780) 864-3500 ext. 203

[bkroes@cpfrc.ca](mailto:bkroes@cpfrc.ca)



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## TIPS DURING THE RECRUITMENT PROCESS

There is no single factor to ensure your success in becoming a firefighter however the following tips could be useful in your pursuit of this position:

1. If your personal information changes, please inform us immediately (780) 864-3500 ext. 203
2. Before you submit your application, take time to learn all you can about firefighter duties and the expectations, including the physical components.
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 and throughout your career as a volunteer firefighter.
4. We expect you to be prepared and ready to participate in our assessments at all times. Sometimes you may experience little or no advance warning to participate in tests or drills. Other times you may experience lengthy delays in feedback.
5. The nature of our business is to be prepared to respond.
6. Your demeanor and effort throughout the selection process are taken into consideration as part of the final recruiting decision
7. Job fit/suitability is one of many critical factors considered in our decision making. Completion and or passing all the steps in the recruitment process does not guarantee an offer.
8. If at any point in the process you do not meet the required competencies you will be asked to step out of the process and will be able to reapply at the next recruitment.



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## SELF-EVALUATION QUESTIONNAIRE

### ASK YOURSELF:

- Does my lifestyle support ethical and responsible choices and actions?
- Am I prepared to maintain a level of professionalism both on and off duty?
- Does my lifestyle align itself with the Fire Service values of respect, pride, professionalism, and teamwork?
- Have I been free from involvement in unlawful activities?
- Am I willing to actively support my community for the benefit of others?
- Am I physically able to perform the job tasks of a firefighter?
- 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 directed to me by senior officers?
- Have I considered the impact that time away will have on my family?
- Am I able to work harmoniously in close quarters with other persons?
- Am I familiar with and able to operate within a paramilitary working environment?
- Do I treat all people with respect, dignity and professionalism regardless of race, creed, gender, or beliefs?
- Am I able to and take steps to maintain a positive attitude?
- Am I able to motivate myself and others?
- Do I actively engage myself in a problem solving capacity?
- Am I able to follow and carry out complex oral and written instructions?
- Does my lifestyle allow me to commit to a minimum of two (2) hours weekly to studying training materials during the recruit process?
- Do I have a thirst for lifelong learning?
- Is my family aware of the time demands that I would be under during recruit training?
- Do I meet and am I prepared to maintain the minimum qualifications as set out in the program?



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## **VOLUNTEER FIREFIGHTER BENEFITS**

- No Experience Necessary, we will train you up to the NFPA 1001 level
- WCB Coverage
- Volunteer Firefighter On and Off Duty coverage up to \$100,000 (optional family coverage)
- Departmental Uniform
- Free training to the NFPA Standards
- Opportunity to serve your community
- Developmental opportunities
- Learning new skills
- Being part of a great team
- Meeting some great people
- Personal reward
- Recognition of achievements
- Being part of a proud tradition
- Time paid

## **HOURS OF COMMITMENT**

- Incidents are usually as little as one hour or as many as twelve hours for large incidents
- Recruit training program approximately 120 hours
- Monday training is approximately 2.5 hours from 1930 – 2200hrs. (7:30pm – 10:00pm)
- Some weekends for skills evaluations at the training facility in Wanham
- Public education – as many hours as you are able to volunteer



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## **ENVIRONMENTAL AND WORKING CONDITIONS**

Environmental factors play a large role in the performance of a firefighters duties. Some working conditions that firefighters experience as part of normal operations will include:

- Requirement to report fit for duty both mentally and physically
- Perform tasks while wearing full protective equipment including self-contained breathing apparatus
- Withstanding strong vibrations over extended periods of time, for example, riding in emergency vehicles, operating and holding heavy power tools in awkward positions.
- Working quickly to extinguish fires in extreme heat and poor visibility
- Experience physically demanding tasks during extreme fluctuations in temperature
- Lifting, carrying, butting, extending and climbing ladders to extreme heights, while maintaining balance and maneuvering in awkward 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.

**TASKS AND DUTIES –** These are typical duties to meet the primary functions of the position

### **FIRE SUPPRESSION DUTIES**

All on scene fire ground operations are performed while wearing full department issued PPE Personal Protective Equipment and may include donning and doffing a Self-Contained Breathing Apparatus SCBA

All on scene fire ground operations are directed by the Incident Commander. Firefighters will follow commands as directed by their supervising officer (Captain, Assistant Chief or the Fire Chief).



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## **EMERGENCY RESPONSE**

- Accurately receive and comprehend radio dispatched information
- Respond to residential/industrial/structural/wildland fire emergencies
- Respond to rescues, requests for assistance and reports of smoke
- Respond to electrical hazards
- Identifying on scene hazards and seek the source of the fire
- Advise commanding officers of fire conditions and hazards
- Determine the stability of supporting surfaces
- Determine the safest route for extrication and evacuating victims
- Follow radio response protocols including exchanging information with other firefighter members, dispatchers and commanding officers at the scene.

## **HOSE HANDLING**

- Calculating building height in meters from its floors
- Determining water stream required to reach the fire
- Determine the number of hose lines needed to extinguish the fire
- Wrapping a hose around a hydrant to stretch it out and ensure it reaches a port
- Removing the hydrant cap with a wrench
- Coupling a hose connection to the hydrant
- Coupling and uncoupling hose connections
- Dragging/extending and uncharged hose lay
- Opening the hydrant and charging the line
- Dragging and holding a charged hose unassisted and opening the nozzle
- Applying a hose clamp to a charged and uncharged line

## **PUMP OPERATIONS**

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

## **PRIMARY SEARCH**

- Verbally communicating while wearing personal protective equipment for example SCBA, and a facepiece
- 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 and unconscious victims
- Unassisted, dragging and carrying conscious and unconscious victims down stairs and out of buildings
- Unassisted, carrying conscious and unconscious victims down ladders





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## **FIREGROUND OPERATIONS**

- Calculating building height in meters from its floors to elevated fire apparatus and or ground ladders to the correct height
- Being aware of electrical lines/hazards when positioning fire apparatus, ladders, etc.
- Removing an extension ladder from apparatus and placing in position
- Butting ladder, raising the halyard to the desired length and then position the ladder by lowering it into its objective
- Climbing ground ladders
- While on a ladder, or from other heights, direct hose/nozzle at the fire
- Remove from the apparatus, and place heavy equipment into operation, for example PPV fans, Hydraulic power plants, generators, ladders etc.
- Hoisting equipment with utility rope to upper levels of a structure
- Carrying heavy equipment up stairs
- Determining when to open roofs, walls and doors
- Making openings for ventilation using power and hand tools
- After fire is extinguished, completing a full overhaul of the area checking for smoldering fires inside walls and ceilings
- Lowering ladders from apparatus and replacing them back onto the apparatus
- Reloading wet hose back onto the apparatus

## **FIRE SUPPRESSION**

- Using tools like axes, sledge hammers etc. to make forcible entry
- Entering smoke filled building/rooms with a hose
- Dragging a charged hose line on stairs and around obstacles
- Extending a hose line to a fire
- Opening the nozzle on a charged hose line
- Operating and holding a charged line in a confined space or awkward position
- Monitoring hot spots and preventing flare ups

## **SALVAGE/OVERHAUL**

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



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## **VEHICLE EXTRICATION**

Vehicle extrication is performed wearing department issued PPE, which may include donning and doffing SCBA self-contained breathing apparatus.

- Controlling the accident scene to protect one's self, crew, victims and witnesses
- Stabilize vehicles using cribbing and other necessary tools
- Removing, carrying, starting and operating heavy hydraulic equipment from the apparatus to extricate victims
- Safely remove victims from entrapments
- Preserving evidence at a scene
- Sweeping up glass and debris and hazardous material spills

## **FIRE STATION DUTIES**

- Maintaining physical and mental abilities – “fit for duty”
- Report to training exercises early
- Maintain a positive and harmonious working relationship with other department members
- Remove used equipment from the apparatus for cleaning and drying after calls
- Remove hoses for drying after calls and replace with dry hose on the apparatus
- Prepare the apparatus and equipment to “back in service condition” prior to returning home from a call
- Thoroughly inspect, clean, polish, and maintain apparatus, tools, equipment and PPE
- Inspect, test, and maintain self-contained breathing apparatus SCBA
- Perform limited equipment overhaul operations
- Perform limited tests on equipment
- Participate in ongoing training including classroom and practical drills to further develop and maintain proficiency
- Maintain a neat and clean working environment at the fire hall
- Conduct fire hall tours to the general public



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## **TRAINING AND DRILLS**

Reviewing and having a working knowledge of the following is a mandatory requirement:

- Fire behavior and 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 the flow of water through air
- Water supply systems
- Hydraulics and pump operation
- Practice and perform 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
- Confined space awareness
- Respect in the work place
- Salvage and overhaul
- Fire alarms and sprinkler systems
- Hazardous materials and techniques – awareness level
- Driver training – NFPA 1002 Pumper Apparatus requirements
- Pre-plans and pre-planning
- Fire department policies and procedures
- Other learning as identified by station officers and the Fire Chief

## **PROMOTING POSITIVE PUBLIC RELATIONS**

- Using tact and diplomacy when dealing with 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
- Participating in fire education programs to the public
- Volunteering for public education appearances
- Conducting demonstrations at community events
- Volunteering time and or participating in fundraisers for charitable work



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## **MINIMUM PHYSICAL FITNESS HIRING STANDARD**

An entry level firefighter task specific test was created to test applicants who wish to join the Central Peace Fire & Rescue Commission's volunteer fire department. This physical abilities test was developed to all the fire department to assess trainable candidates who have the minimal physical ability to perform essential job tasks at a fire scene.

This physical test is a minimal task analysis initiative that requires no prior firefighter knowledge to be successful. The intent is to establish an individual's ability to perform physical job tasks with enough reserve for emergency situations and normal activities.

## **MINIMUM VOLUNTEER FIREFIGHTER QUALIFICATIONS**

Important Notes:

- Be at least 18 years of age
- Possess a valid Alberta Driver's license
- Be legally permitted to work in Canada
- Be able to provide an acceptable criminal records check
- Provide a clean drivers abstract

Criminal record check and drivers abstract may be brought to the interview and submitted at that time.

Some documents we must have on file once you've accepted the position for a volunteer firefighter in order to comply with Provincial & Federal regulations; Insurance provider requirements; Commission Policies and Department operational needs are:

- Application for the Fire Department membership
- Beneficiary designation for accident & sickness policy
- Drivers abstract consent
- TD-1 payroll form
- AB-1 payroll form
- Photocopy or photograph of your valid Driver's License
- Any driver training courses
- Driving convictions, prohibitions and collisions
- Medical Examinations – If you have a medical condition that requires regular medical examinations to be eligible for a driver's license, we are required to have a copy of these examination reports on file



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### **CANDIDATES PHYSICAL ABILITIES TEST OVERVIEW**

- Station #1 – Charged hose line drag
- Station #2 – Victim Drag
- Station #3 – High Volume hose pull
- Station #4 – Equipment carry/vehicle extrication test
- Station #5 – Forcible Entry and ladder raise/climb
- Station #6 – Blacked out in SCBA couple hose/dexterity

The 6 events simulate events that take place on an incident scene. To ensure the highest level of safety and to prevent exhaustion, you are not allowed to run between events.

Throughout the practical physical testing you will be required to wear a self-contained breathing apparatus SCBA, and firefighter protective clothing.

Throughout all of the events, you are to wear long pants and footwear with no open toe or heel. Watches and loose or restrictive jewelry are not permitted.