



Langley City Fire Rescue Service

**CAREER FIREFIGHTER
RECRUITMENT APPLICATION MANUAL
2024**





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INTRODUCTION

Thank you for your interest in becoming a career member of the Langley City Fire Rescue Service. We are committed to recruiting talented and motivated individuals, who possess a high level of integrity, to serve our community.

Firefighter recruits are key to the growth and sustainability of the Langley City Fire Rescue Service. They are role models who will become leaders within our organization and the community. Our citizens place their trust in the Langley City Fire Rescue and it is important that our members honour this trust with a strong commitment to professionalism both on and off duty.

It is our responsibility to select recruits who will honour this commitment. We pledge to treat each applicant fairly and respectfully. We select recruits who are serious about the responsibility of leadership and pursue excellence as part of their daily activities. Accountability earns trust and respect, and it is our expectation that applicants display personal accountability and the capacity to lead by example.

The role of a career firefighter is not suited to everyone. Desire alone does not suggest a suitable career fit. The daily pressure, sacrifice and risks that firefighters face separate this job from many other careers. We ask you to conduct an honest self-evaluation before you send us your application. Familiarize yourself with the job functions and use the information to build your skill-sets. Review our screening process in its entirety in order to gain a full understanding of your role in the application process.

Should you decide to apply, it is important to understand that the competition will be strong. Strong competition results in strong candidates and strong candidates produce quality firefighters.

Preparation, combined with a positive attitude and solid foundation are essential to your success.

OUR DEPARTMENT

The City of Langley is 10.25 km² in size with a population of 29,000. Langley City Fire Rescue Service is staffed with 3 chief officers, 28 suppression firefighters, 2 fire prevention officers and 24 paid-on-call firefighters. We have one fire hall (built in 2006) located at 5785 203 Street. The department is equipped with:

- 3 engines
- 1 aerial platform (100-ft)
- 1 rescue truck
- 3 pick-up trucks assigned to chief officers
- 2 fire prevention inspector pick-up trucks
- 1 utility pick-up truck



In 2023 we responded to 3934 calls for service:

- 265 fires
- 347 fire alarms
- 2410 medical aid
- 160 motor vehicle accidents
- 9 rescue
- 290 assist public
- 40 hazardous materials
- 413 other

THINGS TO CONSIDER BEFORE APPLYING

Langley City's firefighter recruit selection process is lengthy, competitive and complex. You need to 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 behaviour 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 Langley City Fire Rescue Service; however, we do offer you these tips:

1. If your personal contact information changes, please inform Human Resources immediately at hr@langleycity.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 city. Do your homework, it is 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 and throughout your career as a firefighter.
4. We expect you to be prepared and ready to participate in our assessments at all times. Sometimes you may experience little advance warning to participate in tests; other times, you may experience lengthy delays with little feedback.
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.
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 firefighting is the appropriate career choice 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 Rescue Service values of respect, pride, professionalism and teamwork?
- 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 work 10-hour day shifts and 14-hour night shifts inclusive of weekends and holidays?
- 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 manoeuvre with limited or no visibility?
- Am I comfortable using different hand/power tools and technical equipment?
- Do I have the emotional capacity to deal with 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 shift work will have on my family environment?
- Am I familiar with and able to operate within a paramilitary working environment?
- Do I understand and will I abide by the hair and jewellery operational guideline and other grooming standards?
- 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's environmental and working conditions can be found in Appendix A.



FIREFIGHTER WAGES, BENEFITS & PENSIONS

In accordance with the January 1, 2020 – December 31, 2021 Collective Agreement with the Langley City Firefighter's Union (IAFF) Local 3253, a Langley City Firefighter receives the following rates of pay during the first four years of employment:

YEAR	RATES OF PAY (As of January 1, 2021)	
	HOURLY	MONTHLY
First Six Months (Probationary)	\$ 33.18	\$ 6060
Second Six Months (Probationary)	\$ 35.55	\$ 6493
Second Year	\$ 37.93	\$ 6926
Third Year	\$ 42.66	\$ 7791
Fourth Year (First Class Firefighter)	\$ 47.40	\$ 8657
Tenth Year	\$ 48.83	\$ 8917
Fifteenth Year	\$ 50.25	\$ 9176

FIREFIGHTERS' BENEFITS

New firefighters receive comprehensive benefits including extended health & dental coverage as well as group life & long term disability insurance. Firefighters have access to the municipal Employee Assistance Program.

Langley City firefighters are provided with full work and dress uniforms, and personal protective equipment including duty gear.

FIREFIGHTERS' PENSIONS

Langley City firefighters are enrolled in the British Columbia Municipal Pension Plan.

ANNUAL VACATIONS

- 1 year of service – pro-rated
- 2 -4 years of service - 8 duty shifts
- 5-10 years of service - 12 duty shifts
- 11-23 years of service - 16 duty shifts
- 24+ years of service - 20 duty shifts

STATUTORY HOLIDAYS

Firefighters are granted 12 duty shifts in lieu of the twelve Statutory Holidays granted to other civic employees and are taken separately from Annual Vacations.

HOURS OF WORK (Fire Suppression)

Rotating day and night shifts for 42 hours – comprised of two day shifts (08:00 – 18:00) followed by two night shifts (18:00 – 08:00). After each set of four duty shifts, a firefighter has four days off.



MINIMUM FIREFIGHTER QUALIFICATIONS

You must be:

- At least 19 years of age on the date of your application
- 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)
- You must provide documents (at the specified time on the application form) verifying you have:
 - A High School Diploma or equivalency - equivalencies can include a High School Equivalency Diploma (i.e., G.E.D.), or a two-year diploma, or an undergraduate/applied degree or journeyman certificate.
 - A valid and subsisting Class 1 or 3 Provincial driver's licence, with an air brake endorsement, no more than six (6) demerit points for the past 5 years and no current suspensions or driving prohibitions. Probationary or Graduated Driver's licenses will not be accepted.
 - Completion of NFPA 1001 Firefighter Level II certification or combination of fire training, education, and experience may be considered if you do not currently have NFPA 1001
 - First Responder Level 3 or a valid BC Emergency Medical Assistants Licensing Board License in Emergency Medical (EMR) Responder or Paramedic License (BLS or ALS)
 - Firefighter Fitness Testing certificate that is valid within one year of this posting close date or be willing to complete and submit by no later than June 21, 2024.

Desirable Training and Experience:

- Previous firefighting experience either as a career, paid-on-call or volunteer
- Completion of advanced fire service training such as:
 - Fire Prevention Inspector
 - Fire Service Instructor
 - Fire & Life Safety Inspector
 - Fire Officer
- Completion of fire service related courses such as auto extrication, rope rescue, confined space rescue, hazardous materials, incident command, critical incident stress, etc.
- Recognized post-secondary education or equivalent, a recognized degree, diploma or trade qualification
- Training or experience at the technical, trades or equivalent level.
- Non-smoker
- Second language skills

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.



APPLICATION PROCESS

The application process for the Langley City Fire Rescue Service has been broken down into eight (8) different steps. Steps can be subject to change and **candidates must ensure they are available for all dates below.**

Step 1	Application submission	April 22 - May 21, 2024
Step 2	Ergometrics Fireteam Testing	May 27 – June 3, 2024
Step 3	Firefighter Competency Testing	June 15, 2024
Step 4	Skills Demonstration	July 6 – 7, 2024
Step 5	Interviews	July 15 – 19, 2024
Step 6	Reference Checks	July 26 – August 9, 2024
Step 7	Selection Process	August 9, 2024
Step 8	Conditional Job Offers pending Police Information Check and Medical Exam	August 12 – 23, 2024

Applicants moving onto next steps will be notified via email or voice mail. 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.

OVERVIEW OF THE SELECTION PROCESS

STEP 1 – Application

Applications **must** include the following documents. Applications that do not meet this criterion will **not** be considered:

- Required documents that must be included:
 - Application Form
 - Class 1 or 3 **Personal Driving Record/ Abstract (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date of the competition. To obtain a copy of your **Personal Driving Record/Abstract**, please contact ICBC directly or the driving authority where you reside. Photos of your driver's license and/or a Driver Factor report will **not** be accepted
 - No more than 6 points and no current suspensions or prohibitions from driving
 - Current and valid NFPA 1001 Level II Certification or combination of fire training, education, and experience may be considered if you do not currently have NFPA 1001
 - First Responder Level 3 or a valid BC Emergency Medical Assistants Licensing Board License in Emergency Medical (EMR) Responder or Paramedic License (BLS or ALS)
 - Firefighter Fitness Testing certificate that is valid within one year of this posting close date or be willing to complete and submit by no later than June 21, 2024.
 - This test is facilitated by Langara College and the University of Victoria. For further information and booking details visit: www.firetest.ca or www.langara.ca/departments/kinesiology/firefighter-testing/index.html



- **Required Application format:**
 - The above documents must be submitted (emailed) in **one** document only
 - This **one** document, not exceeding 20 MB, can be submitted in the following formats:
 - Microsoft Word, Adobe PDF, JPG, TIFF
 - ZIP or EXE and compressed files with **not** be accepted

STEP 2 – Ergometrics Fireteam Testing

The Fire Team testing is an online test that is intended to measure the applicant's skills in the area of teamwork, customer service, interpersonal relations, mechanical reasoning and reading aptitude. This testing is graded by a third party. For further information on the test and preparation, visit www.ergometrics.org/applicants.cfm.

STEP 3 – Firefighter Competency Testing

This in-person test is designed to measure personality traits common to all successful firefighters. The tests will include evaluating problem solving, ability to be part of a team, stress management and communication skills. These tests are administered by BL Associates. For further information on the test and preparation, visit www.blassociates.ca/information-for-applicants/

STEP 4 – Skills Demonstration

This in-person assessment is designed to allow candidates to demonstrate their skills and abilities, including the ability to follow direction and effectively engage as part of a team, by participating in several exercises. Selected applicants will receive further information prior to the assessment date.

STEP 5 – The Interview

The intent of the interview is to allow us to learn more about you, your experiences and your abilities from your perspective. The interviewers will be rating you based on the responses you provide. You should answer the questions in a clear and concise manner. The behavioural 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 – References

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

- Confirming the validity of credentials and certificates submitted as part of your application process.
- City of Langley Human Resources staff will contact your regarding 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.

STEP 7 – Selection Process

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



STEP 8 – Conditional Job Offer pending successful Police Information Check and Medical Testing

Candidates selected to receive a job offer will receive an initial verbal conditional offer of employment followed up with a confirmation in writing once a clear Police Information Check and Medical Test have been submitted. Fitness approval is based on the NFPA 1582 Standard.

PROBATIONARY PERIOD

New firefighters are placed on a one year probationary period. During your probationary period, you will undergo extensive training and evaluation to determine ongoing suitability as a 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 Langley City Fire Rescue Service.



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 report for each shift "fit for duty", both mentally and physically.
- Working 14-hour night shifts with little or no sleep, including holidays and weekends.
- 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 manoeuvring 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-storey 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 fire fighting/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 metres 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.
- 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 smouldering 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

TECHNICAL HIGH ANGLE ROPE RESCUE

All members of Langley City Fire-Rescue Service are trained to an operational level for Confined Space Rescue and Technical High Angle Rope Rescue



- As a member of a rescue team, performs rope rescue from elevated heights
- As a member of a rescue team, performs confined space rescues
- Participates in rope rescue and confined space rescue training

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 hose tower 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

FIRE PREVENTION/INSPECTIONS

- Inspect commercial buildings for fire hazards
- Inspect multi-residential complexes for fire hazards, dangers or violations
- Determine and accurately document fire code violations
- Check operation of exit lights, emergency lights and fire extinguishers

ADMINISTRATIVE DUTIES

- Writing First Responder Patient 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 behaviour 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
- 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 Fire Hall Captain and/or Training Division

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



APPENDIX B - MINIMUM MEDICAL REQUIREMENTS

VISION REQUIREMENTS

20/30 corrected binocular vision and 20/100 uncorrected binocular vision or better. Colour and peripheral vision suitable for the position of firefighter. 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 will 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 his standard."

The following information is provided as a general guideline and is not all-encompassing. A complete copy of the NFPA 1582 standard can be purchased from the National Fire Protection Association 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 2000 Hz 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 entry 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 Subaortic 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 6.10 – ABDOMINAL ORGANS AND GASTROINTESTINAL SYSTEM

Presence of uncorrected Inguinal/Femoral Hernia regardless of symptoms

SECTION 6.12 – URINARY SYSTEM

Renal Failure or insufficiency requiring continuous ambulatory peritoneal dialysis (CAPD) or haemodialysis

SECTION 6.13– SPINE AND AXIAL SKELETON

Scoliosis of Thoracic or Lumbar Spine with 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 medication; Cervical, Thoracic or Lmbosacral 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 midproximal phalanx). More than one shoulder dislocation without surgical repair or recurrent shoulder disorder within last five years.

SECTION 6.15 – NEUROLOGICAL DISORDERS

Ataxias of heredo-degenerative type.

Cerebral arteriosclerosis.

Hemiparalysis.

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.