

STURGEON COUNTY EMERGENCY SERVICES



PAID ON-CALL FIREFIGHTER APPLICATION PACKAGE



Revised: 12 August 2019



MESSAGE FROM THE FIRE CHIEF

On behalf of all members of Sturgeon County Emergency Services I'd like to take a minute to thank you for the interest you've shown in our department and becoming a Paid-on Call Firefighter. The people who become Paid on Call Firefighters have made the conscious decision to serve and dedicate themselves to protecting their community, friends and neighbors in their time of need. Paid on Call Firefighters have taken on the daunting task of learning new knowledge and skills and becoming a key and integral member of a highly cohesive and motivated team.

Expectations of firefighters in the fire service have always been high and will continue to be so in the future. That said, the personal rewards and the sense of accomplishment you'll experience will far outweigh any sacrifice, be it time or effort you'll exert. You'll be provided the opportunity make a difference in other people's lives which can be a life altering experience.

As a Paid-on Call firefighter in any one of our five County Departments, you'll receive extensive formal professional training which will prepare you very well for the situations you'll face on the fireground. In addition to the formal courses you'll take, you'll also attend weekly training sessions with your fire department. It is through these weekly departmental training nights and working together with your fellow firefighters that you'll build a strong, cohesive, and multi faceted team. You will learn to rely on each other under any circumstance. Your experiences as a Paid-on Call firefighter will culminate in tremendous personal benefits. This role will allow you to gain important life safety skills and improve your confidence and self esteem.

If what you've read in this package interests you then I strongly encourage you to fill out an application form which is attached to this document and return it to any one of our five County Fire Halls (Bon Accord, Calahoo, Legal, Namao, or Redwater).

Yours truly:

A handwritten signature in blue ink, appearing to read "Pat Mahoney", is written over the typed name and title.

Pat Mahoney
Manager Protective Services/Fire Chief
Sturgeon County

Introduction:

On behalf of all members of Sturgeon County Emergency Services, thank you for your interest in becoming a paid-on call firefighter with our organization. Sturgeon County Emergency Services is "COMMITTED TO COMMUNITY". We take great pride in the level of service we provide our municipality. We are equally proud of the professionalism and dedication our members display on a daily basis.

The fire response area of Sturgeon County is approximately 2,100 square kilometers in size. Sturgeon County Emergency Services is a composite fire organization comprised of full time and paid on call firefighters. The full-time staff consists of a Fire Chief, two Deputy Fire Chiefs and six firefighters. One Deputy Chief is responsible for Operations and Fire Prevention where the second is responsible for Training and Administration. This command staff works out of Station 4, the District of Namao Fire Hall. There are six full time firefighters who rotate throughout the five County Fire Halls on a regular basis.

There are seven Fire Halls in Sturgeon County. Five of them are operated and administered by Sturgeon County and are designated District Fire Halls. The other two (Town of Gibbons and Morinville Fire Department's), Sturgeon County has a fire service agreement with to provide fire services into Sturgeon County. The designated fire halls are:

- Station 1 – District of Calahoo Fire Department
- Station 2 – Town of Morinville
- Station 3 - District of Legal Fire Department
- Station 4 – District of Namao Fire Department
- Station 5 – District of Bon Accord Fire Department
- Station 6 – Town of Gibbons
- Station 7 – District of Redwater Fire Department

All seven fire departments combined have approximately one hundred and fifty-five paid-on call firefighters.

Sturgeon County Emergency Services provides the following levels of service to the municipality:

- NFPA 1001 Level II
- NFPA 1072 Operations Level
- NFPA 1051 Wildland Firefighting
- Ice Rescue
- Sturgeon County Emergency Services is part of the Medical First Responder (MFR) Program. Our medical level of service is Standard First Aid, CPR Level C, and AED

In order to deliver an effective level of service, Sturgeon County Emergency Services has strategically placed fire apparatus in the seven halls. This apparatus consists of:

- 9 Engines
- 6 Tenders
- 5 Rapids (Brush Trucks)
- 2 Rescues
- 1 Support Truck
- 2 Wildland Trailers
- 1 Dangerous Good Trailer
- 1 Command Support Trailer
- 3 Command Vehicles
- 2 Snowmobiles
- 3 Quads
- 3 UTV's

Sturgeon County Emergency Services operates a Firefighter Training Grounds which is located just south of Bon Accord of Highway 28. These Training Grounds provide an excellent venue for fire departments to conduct regular and speciality training sessions. The Training Grounds are a critical asset in the conduct of formal firefighter training throughout the year.

Minimum Requirements:

Sturgeon County Emergency Services relies on a combination of both full time and paid on call firefighters. This composite team provides a 24 hour a day emergency response capability in Sturgeon County. Based on this organization, we need individuals who can respond to emergencies during the daytime, evenings, and weekends, 365 days a year.

Below are the requirements which must be met to be considered for a paid-on call firefighter position with Sturgeon County Emergency Services:

- Live within a ten-kilometer radius of a County Fire Hall (Bon Accord, Calahoo, Legal, Namao, and Redwater)
- Minimum 18 years old. There can be exceptions to this age requirement which will be considered on a case by case basis;
- Clean Alberta Drivers Abstract;
- Clean RCMP Release of Results of Vulnerability Sector Check;
- Valid Class 5 driver's licence;
- Able to commit to one three-hour training session per week; and
- Able to commit to nighttime and weekend formal training courses.



Primary Duties and Responsibilities:

As a paid-on call firefighter serving with Sturgeon County Emergency Services you will be required to perform numerous duties. These duties and responsibilities will be conducted in accordance with current policies, practices, and Standard Operating Guidelines (SOG's). These duties and responsibilities include but are not limited to:

- Respond to emergency calls. These calls may include;
 - Fires;
 - Wildland/Urban Interface fires;
 - Motor Vehicle Collisions (MVC's);
 - Alarms;
 - Hazardous Materials or Dangerous Goods;
 - Medical Assistance;
 - Citizens Assists; and
 - Other calls
- Participate in weekly fire department training nights
- Maintain fire apparatus and equipment
- Fire Hall maintenance and housekeeping duties
- Participate in community activities
- Participate in fire prevention activities
- Other duties as required

Working Conditions:

Working as a paid-on call firefighter will expose you to a variety of challenging environmental, physical and emotional situations. Some of these will include:

- Being called on to respond to emergencies at any time of the day or night, including weekends and holidays
- Being called on to respond to emergencies in any kind of weather
- Performing tasks while wearing full Personal Protective Equipment (PPE), including Self Contained Breathing Apparatus (SCBA)
- Working quickly to extinguish fires in extreme heat with limited or zero visibility
- Experiencing physically demanding tasks in extreme temperatures
- Lifting, carrying, pushing, pulling, raising and lowering heavy equipment and loads
- Working in hazardous areas that could be hot, wet, slippery, muddy, icy, dirty and very cramped.
- Working in very loud environments
- Working from heights
- Working on and around moving machinery, vehicles and equipment
- Being exposed to a variety of hazards
- Dealing with critically injured and or sick patients
- Dealing with high stress situations
- Having to effectively deal with various levels of physical and mental strain

Compensation and Benefits:

Sturgeon County Emergency Services provides an honorarium to its firefighters for every emergency response call they go on. The table below indicates the rate of pay:

| RANK | Pay per Hour |
|-------------------|---------------------|
| Officer in Charge | \$28.00 |
| Firefighter | \$20.00 |

In addition to an honorarium, paid on call firefighters receive the following benefits:

- All required Personal Protective Equipment
- Station uniform
- Access to a variety of training courses
- Workers Compensation Board (WCB) coverage
- \$200,000.00 in accidental death as well as other benefits through the Volunteer Firemen's Insurance Services (VFIS) program
- Paid on Call firefighters are eligible to claim a \$3,000.00 Canadian Revenue Agency (CRA) tax credit. This is based on time performing activities for the department and must meet the requirements of the CRA to be eligible



Self-evaluation questionnaire

Anyone looking to become a paid-on call firefighter needs to be aware of the commitment this entails. The following list of qualities and considerations will help you determine if paid-on call firefighting is the right choice for you.

- I'm prepared to maintain the minimum qualifications required for paid-on call firefighters
- I respect authority and my peers, and can operate within a cohesive team
- I'm able to respond to emergency calls at unexpected times
- I can work for extended periods of time under difficult and strenuous conditions
- I'm able to work from heights and in confined spaces, and able to maneuver with limited or no visibility
- I'm comfortable using different hand/power tools and technical equipment
- I'm able to follow and carry out complex oral and written instructions
- I'm aware of the impacts this opportunity will have on my family, and I'm prepared to accept those impacts
- I can disengage from emotion suffering, tragedy or loss of life in order to complete essential job tasks
- I'm prepared to maintain a level of professionalism on and off duty
- I make ethical and responsible choices and actions
- I treat all people with respect, dignity and professionalism regardless of race, creed, gender or beliefs
- I'm able to and do take steps to maintain a positive attitude
- I'm able to motivate myself and others

- I'm committed to life-long learning
- I'm physically prepared to take on the physical demands of firefighting
- I can work long hours under adverse weather conditions

APPLICATION PROCESS:

The application process to join Sturgeon County Emergency Services is broken down into stages:

- Stage 1 - Submit your application (August/September timeframe)
- Stage 2 - Formal interview at the respective fire hall
- Stage 3 - Reference checks
- Stage 4 - Acceptance offer
- Stage 5 - Orientation and issue of Personal Protective Equipment (PPE)
- Stage 6 - Three-month probationary period (October to December)
- Stage 7 - NFPA 1001 Level I Course in January

STAGE 1 – Submit application:

The application form can be found on the Sturgeon County website at:

www.sturgeoncounty.ca/Services/Protective-Services/Volunteer-Firefighters

It is recommended the applicant include a current copy of their Alberta Driver's Abstract and an RCMP Release of Results of Vulnerable Sector Check with his/her application. The drivers abstract can be obtained from any Alberta Registries Office. The Vulnerable Sector Check can be obtained from your local RCMP Detachment Office. If you do not provide these two documents at this point, you will be required to present them at Step 2, the interview stage.

Applications will be reviewed by Sturgeon County Emergency Services Staff and the applicable County Fire Hall District Chief and Officers. A pool of candidates will be selected for advancement to Step 2.

STAGE 2 – Formal interview:

Applicants who have been chosen for an interview will be contacted and a date and time will be arranged for the interview. Applicants will be required to bring the following documents to the interview:

- Alberta driver's abstract (if not already provided)
- RCMP Release of Results of Vulnerable Sector Check (if not already provided)
- Current copy of your resume

- Any certificates relevant to the fire service which you listed in your initial application form

Note, failure to bring the above items to the interview could result in a cancellation of the interview.

STAGE 3 – Reference checks:

At this stage, Sturgeon County Emergency Services staff will contact the employer and personal references you provided on your application.

STAGE 4 – Acceptance offer:

Following a successful interview and reference checks, the successful applicant will be selected to join the applicable District Fire Department.

STAGE 5 – Orientation and issue of Personal Protective Equipment (PPE):

Successful applicants will receive a date, time, and location which they will be required to attend in order to be sized and equipped with their PPE. The applicant will be joined by an Officer(s) from their respective fire department to assist with this process. Once they have received all their PPE and all paperwork has been reviewed and finalized, the applicant will be taken to their fire hall. At their hall a stall will be assigned to them and an orientation of the hall will be conducted. Policies and procedures will be reviewed, and the training schedule will be discussed. A copy of next years training calendar will be provided to the applicant.

STAGE 6 – Three-month probationary period (October to December):

Recruits will be required to undergo a three-month probationary period. During this timeframe, recruits are expected to attend seventy five percent of all training nights. If the applicant successfully completes their three-month probationary period, they will move onto Stage 7.

STAGE 7 – NFPA 1001 Level I course:

For those Recruits who are not yet qualified to the NFPA 1001 Level I standard, the course will commence in January of that year. Recruits are expected to participate in this six-month course. This course is run from January to June on selected Tuesday and Thursday evenings as well as during some weekends. Recruits are expected to attend all training classes. Failure to successfully complete this course could lead to dismissal from the fire department.



PAID ON-CALL FIREFIGHTER APPLICATION FORM

| Personal Information | | | | |
|--|-------------------|-------------------------|--------------------------------|----------------------------------|
| First Name | | Last Name | | Date of Birth (MM/DD/YYYY) |
| Street Address | | City/Town | Province | Postal Code |
| Mailing Address (if different from above) | | City/Town | Province | Postal Code |
| Home Phone Number | Cell Phone Number | Email Address | | |
| Do you live within 10 kms of a Sturgeon County Fire Hall (Bon Accord, Calahoo, Legal, Namao, and Redwater)? (Circle one) | | | | YES NO |
| Highest level of education (circle one) | High School | Some College/University | Professional/Trade Certificate | Diploma Degree |
| Employment Information | | | | |
| Current Occupation | | | | |
| Do you work within 10 kms of a Sturgeon County Fire Hall (Bon Accord, Calahoo, Legal, Namao, and Redwater)? (Circle one) | | | | YES NO |
| Work Schedule (circle one) | Full Time (days) | Full Time (Nights) | Part Time (days) | Part Time (Nights) Shift Work |
| General Information | | | | |
| Do you have previous experience as a firefighter? (circle one) | | | | YES NO |
| If yes, please indicate with which department and for how many years | | Department | Years served | |
| Please detail any firefighting, first aid or related courses you've successfully completed: | | | | |
| Please tell us why you'd like to become a Paid On-Call Firefighter with Sturgeon County Emergency Services? | | | | |

| Employer References | | | | |
|--|------|------------------|--------------|--------------|
| 1. | Name | Years worked for | Phone Number | |
| 2. | Name | Years worked for | Phone Number | |
| Personal References | | | | |
| 1. | Name | Relationship | Years Known | Phone Number |
| 2. | Name | Relationship | Years Known | Phone Number |
| How did you hear about our Fire Recruitment? | | | | |

In addition to this Application Form, please also include a copy of the following documents:

- RCMP Release of Results of Vulnerable Sector Check
- Alberta Driver's Abstract (Summary of Driving Record)

All three forms need to be provided when submitting your application

Completed applications can be dropped off at the applicable County Fire Hall or can be emailed to ginnis@sturgeoncounty.ca.

The personal information you provide will be used to process your application submitted to become a Paid On-Call firefighter within Sturgeon County and is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. If you have any questions about the collection and use of this information, please contact the Sturgeon County Access and Privacy Coordinator at 9613 – 100 Street, Morinville, Alberta T8R 1L9 (780) 939-4321 or foip@sturgeoncounty.ca

Effective as of: 12 August 2019