



Township of Black River-Matheson
Fire Department
Recruitment Information Package

Recruitment Process Summary

Failure to follow directions or to meet the minimum qualifications at any step of the recruitment process shall result in the applicant being disqualified.

The applicant shall pay for all tests required during the recruitment process. All other related costs, i.e. time-off, travel, accommodation, food, etc. shall also be the responsibility of the applicant.

Step 1 (Submit prior to Interview)

- a) Application including two reference checks
- b) Criminal Reference Check Clearance (from Ontario Provincial Police)
- c) Proof of graduating from grade 12 or equivalent

Step 2 – Reference checks

Step 3 – Interview

Required after successful interview

- a) Copy of current Driver's Licence
- b) Clear Driver's Licence Abstract
- c) Medical (forms supplied by the municipality)

Note: submit receipts from Criminal Reference Check, Drivers Abstract and Medical for reimbursement from Township.

Applicants must go through each of the above steps before becoming a member of the Township of Black River-Matheson Fire Department.

Please note (if applicable) once an applicant is successful the firefighter must be clean shaven when attending training, meetings or incidents for the Township of Black River-Matheson's Fire Department (Occupational Health and Safety Act and CSA Standard Z94.4M1982).

All successful applicants shall remain on probation for a one (1) year period.



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CORPORATION OF THE TOWNSHIP OF BLACK RIVER-
MATHESON

FIRE DEPARTMENT

RECRUITMENT

INFORMATION

PACKAGE



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The primary function of the Black River-Matheson Fire Department is to provide fire protection services for the citizens of the Township of Black River-Matheson. The term “fire protection” means a range of programs designed to protect the lives and property of the inhabitants in the fire department response area from the adverse effect of fires or exposure to dangerous conditions created by man or nature and includes fire prevention and public education, rescue and suppression services.

To enable the fire department to provide an acceptable level of “fire protection”, the municipality provides top quality apparatus and equipment which combined with an extensive training program, results in the effective “fire protection” service. The stations within the department automatically respond to other stations within our department as required – Ramore with Holtyre and Val Gagné with Matheson, etc.

As well as providing fire protection for the Township of Black River-Matheson, the department is also a member of the District Mutual Fire Aid Plan and as such is obligated to provide assistance to neighbouring municipalities in the event of major emergencies that are beyond their own fire department’s capabilities. The Mutual Aid Plan is a reciprocal agreement whereby these neighbouring communities are also obligated to provide assistance to Black River-Matheson in similar circumstances.

The Black River-Matheson Fire Department is equipped with a heavy hydraulic rescue system for providing auto extrication services for the Township. All members of the fire department receive extensive training in the operation of these tools and in extrication procedures.



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Hiring Guidelines

1. Applicants are requested to read this information package for background information and details of eligibility.
2. Applicants are requested to fully complete a Firefighter Application, attach copies of the required documents as indicated on the application form and return prior to the time and date as advertised or instructed.
3. Applicants who meet the eligibility requirements will be invited to attend a personal interview. Notification of the interview location and appointment time will be transmitted to each applicant.
4. Successful candidates are selected as a result of a complete review of the applicant's application, background skills, related work experience, personal interview and background checks. An eligibility list is created for appointment and all candidates will be notified in writing of his/her results.
5. A candidate selected from the list will be offered a position as a firefighter subject to the following conditions:
 - receipt of satisfactory comments from reference sources
 - receipt of satisfactory health and medical evaluation from a qualified medical doctor
 - receipt of a satisfactory criminal check
 - receipt of a satisfactory driver's abstract
 - receipt of Hepatitis "B" shots or waiver signed and duly witnessed "within 3 months from date of hire"

Eligibility Criteria

The eligibility criteria for applying for a volunteer firefighter position with the fire department are minimal. To be eligible you must:

1. Be willing to commit to this vital function within the community
2. Have completed Grade 12 or equivalency
3. Hold a valid provincial driver's licence with a clean driving record and be capable of obtaining a classified license to drive all emergency vehicles operated by the department without restriction, within one (1) year, from date of hire
4. Be willing and capable of performing physically demanding work under stressful situations and inclement weather.



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5. Be willing to become a member of the Station's Firefighter's Association
6. This position requires a person to work within a team setting, must be willing to work with both firefighters, senior officers and other members of staff
7. Legally entitled to work in Canada

Application Review: An application review shall be conducted by the Fire Chief / designate and Station Chief

Interview: Interviews for Volunteer Firefighter(s) shall be conducted by the Station Chief who may seek assistance from the Fire Chief, Deputy Fire Chief & associated Captain's.

Attendance Requirements

Emergency Response Requirements

Emergency responses include all emergencies the fire department is called upon to respond to, such as fire, auto extrication, first aid calls, hazardous material responses, shoreline ice rescue, etc. All firefighters are required to carry a pager which will alert them to an emergency situation.

Firefighters are required to attend three (3) consecutive meetings and functions unless notification of their un-availability has been made.

Non-Emergency Response Requirements

Non-emergency responses include such activities as regularly scheduled training sessions, seminars, mock exercises, meetings and fire prevention activities, etc.

Honorarium and Wages

The municipality provides to the firefighters an honorarium based on a point system. Payment is distributed through the payroll department via direct deposit.

Points are as follows: 2 points per meeting, 2 points per every hour working to suppress a structural fire, 6 points for all day training sessions, 2 points per day for summer standby, 3 points per evening for home fire safety inspections with a maximum of 9 points per year (for home inspections) this is at the discretion of the Fire Chief, Deputy Fire Chief and Station Chiefs. All points are calculated and distributed based on the total dollars available as determined by Council from year to year.



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Apparatus and Equipment

The Township of Black River-Matheson is presently equipped with the following apparatus:

Matheson Station

2000 gallon Pumper Tanker
1000 gallon Pumper Tanker
Rescue Unit (Heavy Hydraulics)
6x6 Bike
1 Ton 4x4 Bush Truck

Holtyre Station

2000 gallon Tanker
Bus

Ramore Station

1200 gallon Pumper Tanker
1800 gallon Pumper Tanker

Val Gagné Station

1500 gallon Pumper Tanker

Each station is equipped with all the necessary equipment which is maintained by the department.

Fire Department Composition

The fire department operates in accordance with the requirements of the establishing by-law.

The Black River-Matheson Fire Department is staffed by a part-time Fire Chief. There are 60 volunteer members made up as follows;

Fire Chief – 1
Deputy Chief – 1
District Station Chief – 3
Fire Prevention Officer – 1
Captains – 9
Training Officers – 2

Volunteer firefighters – 43



Township of Black River-Matheson Fire Department Recruitment Information Package

The stations each have the following compliment of firefighters:

Matheson – 25
Ramore – 15
Holtyre – 10
Val Gagné – 10

All fire calls are handled by our answering service. When an emergency arises, calls are dispatched through the answering service to the appropriate stations' pagers. The volunteers for that station are to respond to their pagers accordingly.

All volunteers share the responsibility for the maintenance of apparatus and equipment. Volunteers are responsible to assist with the cleaning of apparatus and equipment after an emergency incident and training sessions.

Under the direction of the Fire Chief and Deputy Chief, the Chief Training Officers are responsible for the development and presentation of the training program. All firefighters are required to participate in the training program which incorporates and emphasizes the self-directed learning process. The fire department also has a comprehensive Fire Prevention Program which volunteer members are required to assist and participate in.

How to Succeed in the Fire Department

- You would have to learn and be sincerely interested in and dedicated to the job.
- You would have to be loyal to the department, your co-workers and community
- You would have to be aggressive in the pursuit of all education and training opportunities
- You would have to be cautious and guard your speech both on and off duty
- You would have to be the type of person who inspires confidence and respect
- You would have to be able to accept criticism graciously and accept praise, honours and advancement modestly

WHAT YOU WOULD BE ABLE TO CONTRIBUTE TO AND RECEIVE FROM THE FIRE SERVICE WOULD ONLY BE LIMITED BY YOUR OWN DEGREE OF PERSONAL COMMITMENT.



Township of Black River-Matheson
 Fire Department
 Volunteer Firefighter Application Form

PLEASE PRINT

PERSONAL INFORMATION Confidential when completed		
Last Name	Given Name	Initial
Address (street, box no.)		Apt No.
Town/City	Province	Postal Code
Home Telephone No.	Business Telephone No.	Cell Phone No.
Email Address		
Emergency Contact	Emergency Contact No.	
Volunteer Eligibility Requirements		
What hours would you be available? <input type="checkbox"/> Weekdays <input type="checkbox"/> Weekends <input type="checkbox"/> Weeknights <input type="checkbox"/> Other?	Are you legally eligible to work in Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been convicted of a criminal offence for which you have not received a pardon? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to understand oral and written English? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you able to understand oral and written French? <input type="checkbox"/> Yes <input type="checkbox"/> No	Other Languages? Describe:



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Employment Experience

Present Employer: Name: Address: May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Reference Name & Tel #	Position: How long have you been employed there? Duties: _____ _____ _____ _____ _____
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Previous Employer: Name: Address: May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Reference Name & Tel #	Position: How long were you employed there? Duties: _____ _____ _____ _____ _____
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Volunteer Experience

Present Volunteer Organization: Name: Address: Telephone: May we contact this organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	Position: How long have you volunteered there? Duties: _____ _____ _____ _____ _____
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Volunteer Experience . . . continued

Present Volunteer Organization Name: _____ Address: _____ Telephone: _____ May we contact this organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	Position: How long have you volunteered there? Duties: _____ _____ _____ _____ _____
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Related Skills or Experience

Previous firefighting or emergency response experience?
 Yes No Describe: _____

Previous military or police experience?
 Yes No Describe: _____

Other experiences that may apply to this position?
 Yes No Describe: _____

Related Skills
 Indicate skill level by circling the appropriate number and providing explanation.
 1 – A trade, licence, recognized certificate or extensive experience
 2 – Advanced skills level and/or post-secondary courses or apprenticeships
 3 – Familiarity acquired through personal experience, high school courses or related training

Mechanics	1	2	3	
Pumps, valves or sprinklers	1	2	3	
Electrical systems	1	2	3	
Electronic systems	1	2	3	
Computer technology	1	2	3	
Breathing apparatus or scuba diving	1	2	3	



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Related Skills or Experience . . . continued			
Building construction or design	1	2	3
Blueprint reading	1	2	3
Firefighting tasks	1	2	3
Rescue procedures	1	2	3
Athletic sports or skills	1	2	3
Languages	1	2	3
Occupational health and safety	1	2	3
Photography	1	2	3
Fundraising	1	2	3
Office equipment	1	2	3
Typing, filing or telephones	1	2	3
Public speaking	1	2	3
Teaching, facilitation or coaching	1	2	3
Events coordination	1	2	3
Radio communication	1	2	3
Medical or health sciences	1	2	3
Professional driver	1	2	3
Heavy equipment operation	1	2	3



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Other Licences and Certificates	
CPR:	Expiry date:
First Aid:	Expiry date:
Defibrillation:	Expiry date:
Ontario Driver's Licence Class: A D Z F G	Expiry date:
Description:	Date:
Description:	Date:
Description:	Date:
Educational Background	
Elementary School Name: _____	
Highest grade/level completed: _____	
Secondary School Name: _____	
Highest grade/level completed: _____	
Post-Secondary Education:	
Major or Specialization: _____	
Level or Degree Achieved: _____	
Post-Secondary Education:	
Major or Specialization: _____	
Level or Degree Achieved: _____	

Please provide an accompanying resume and copies of all licences, diplomas or certificates.



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Conditions of Acceptance:

I affirm and certify that the information given on, or attached to this application is true and correct. I understand that any falsification of statements, misrepresentation, deliberate omission or concealment of information may be considered just cause for immediate dismissal.

I authorize the Township of Black River-Matheson Fire Department to contact my references or previous employers as indicated and to obtain and review my medical assessment.

Signature of Applicant

Date

Have you attached an additional sheet? Yes No

Personal information is collected under the authority of the Municipal Freedom of Information and Privacy Act and will be used for candidate selection purposes only. This application form complies with the Ontario Human Rights Code.