



Volunteer Firefighter Recruitment Information Guide





Message from the Fire Chief:

The provision of Emergency Services is a complex and continually evolving field. It requires dedicated staff who are willing to adapt to changes, work hard and continuously train to meet the needs of our communities.

The role of today's volunteer firefighter is substantially different than years past and involves training and readiness for response to emergencies and a renewed focus on preventing fires and fire-related injuries and deaths through public education and enforcement of the Ontario Fire Code.

The Ripley-Huron and Lucknow & District Fire Departments strive to provide the residents and visitors of the Township of Huron-Kinloss with prompt, professional and compassionate service through well trained and well equipped volunteer firefighters. We take seriously the importance of the role of responding to assist people during their time of need and maintain our commitment to provide a high level of service.

Being a volunteer firefighter offers one reward few other opportunities can match. Few positions offer you the opportunity to save a life. But as a volunteer firefighter, you could be called upon to do so at a moment's notice.

This is why we need people with a strong desire to help others. And people with courage and dedication to do the work we do for our community. Because this position is so important, we make sure all of our volunteer firefighters are well trained and properly equipped.

So, if you want to do something important for your community and are willing to take on this challenging opportunity, being a volunteer firefighter may be the opportunity for you.

Sincerely,
Christopher J. Cleave
Fire Chief/CEMC
Huron-Kinloss Fire and Emergency Services



The Ripley-Huron and Lucknow & District Fire Departments are committed to protecting the lives and property of our residents and visitors by providing prompt and professional services in the event of fire, accident, medical emergency, disaster or any other incident which may threaten public safety.

If you enjoy serving the public, and are willing to dedicate the time required to successfully complete a training program, attend regular bi-weekly and additional training sessions and respond to emergencies, this could be your opportunity to make a difference in your community.

We invite you to participate in this opportunity by applying for the position of:

Volunteer Firefighter (Auxiliary/Intern)

The Ripley-Huron and Lucknow & District Fire Departments operate out of their respective stations located in Ripley and Lucknow. As a member of this dedicated team, you will respond to firefighting and rescue operations, operate and maintain fire apparatus and equipment, and participate in fire prevention and public education activities.

Volunteer Firefighters are initially recruited as Auxiliary Firefighters until such time as your Firefighter Certification Training program is completed. At that time you are promoted to the rank of Firefighter.



When a position is vacant and recruitment is underway a Job Posting for the position of Volunteer Firefighter (Auxiliary/Intern) will be posted at www.huronkinloss.com under the Town Hall tab – Careers Section as well as advertised locally through print and social media.

POSITION DESCRIPTION:

Auxiliary Firefighters are Firefighters that are newly recruited and are intern to the NFPA 1001 Firefighter Training and Certification programs. Auxiliary Firefighters may be responsible for responding to fires, accidents and other emergency incidents within the Township where risks are posed to life and property under the strict supervision of a Fire Department Officer while in training. A high degree of responsibility for the protection of lives and property is involved. This is an operational emergency service position working within scope of the Core Services of the Fire Department. This position requires the established policies and objectives of the fire department be met. Work is performed under the general direction of the Fire Chief.

Responsibilities of the Position Include but are not limited to:

- Respond to suppression and emergency call-outs in accordance with Standard Operating Procedures, and in circumstances of extreme weather and temperature conditions. Duties on scene may include, but are not limited, to the following :
- Wearing self-contained breathing apparatus in confined spaces; Strenuous physical activity; Lift, carry and set-up of equipment and materials on scene;
- Operation of pressure pumps and hoses;
- Crawling, climbing, carry/climb ladders; Operation of rescue equipment;
- Performs salvage and ventilation work at fire and emergency scenes;
- Potential exposure to extremely dangerous physical hazards, entering burning or contaminated buildings, structures and areas to perform rescues or to fight fires, wearing required clothing and safety equipment;
- Provides first response medical assistance to the injured;
- Participate in regular and external training programs to ensure currency within established policy and procedures;



- Operate in a team environment under the direction of Fire Officers;
- Work in accordance with established policies, operational guidelines, Occupational Health and Safety Act;
- Carry out supportive roles on scene as directed by Fire Officers;
- Perform Hall duties, washing trucks and equipment, ensuring that equipment is in a state of readiness for response, cleaning and maintaining gear;
- Participate in promotional and community events, as assigned, acting as ambassadors of the Fire Service;
- Other duties as assigned.

QUALIFICATIONS:

An Auxiliary Firefighter must have or be willing to obtain the following: (Required Qualifications to advance to rank of Firefighter)

- NFPA 1001 - Fire Fighter Level I & II
- NFPA 1072 Hazmat Awareness and Operations
- NFPA 1006 – Vehicle machinery Rescue Technician Level 1
- Standard First Aid and CPR Level “C” w/ AED or Medical First Responder



FIRE DEPARTMENT

MISSION, VISION and VALUES

MISSION STATEMENT

Our primary mission is to protect the lives, well-being and property within our communities through commitment to the established fire protection services three lines of defense; public education and fire prevention, fire safety standards and enforcement, and efficient emergency response and fire suppression.

VISION

To be a dynamic organization recognized and respected by the community as being on the leading edge of service provision.

VALUES

Our commitment to the community will be achieved through leadership and team involvement that encompasses the following values:

- Respect
- Safety
- Professionalism
- Competent
- Commitment
- Accountability
- Efficiency
- Integrity
- Innovation
- Compassion



TRAINING:

Auxiliary firefighters are required to complete a recruit training program. Training is conducted in-house and with external training partners and consists of a total of approximately 180 hours to complete your full Firefighter Certification. This training is held on evenings and weekends throughout the year. All training is scheduled in advance.

Volunteer firefighters also attend the station bi-weekly for on-going firefighter training, maintenance of equipment, trucks checks, station duties, meetings, pre-planning, public education and other fire department functions.

There is also extra training offered on weekends on a voluntary basis, like auto extrication, live fire, pumper operations, officer development, etc.

All Firefighters are required to meet the minimum National Fire Protection Association (NFPA) certification standards as adopted by the Office of the Fire Marshal and Emergency Management. All Firefighter training expenses are covered by the Township.

COMMITMENT:

Volunteer Firefighters are expected to: attend a minimum of 40% of the emergency incidents, 60% of the bi-weekly training sessions, maintain current NFPA firefighter curriculum training, maintain current certification in CPR/first aid/defibrillation, achieve and maintain a valid DZ driver's license and maintain a clean criminal record.

ELIGIBILITY:

Applicants for the position of Volunteer Firefighter (Auxiliary/Intern) MUST:

- Be at least 18 years of age.
- Possess a valid Ontario driver's license at a class "G" level or greater at the time of application, with a satisfactory driving record. Candidates will be required to produce a current Ministry of Transportation driver's abstract.
- Candidates will be required to undergo a vulnerable sector police record check.
- Be medically fit to perform the duties of firefighter.
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- Reside within the catchment area and a reasonable distance from the Fire Hall.



RECRUITMENT PROCESS:

- Step 1: Recruitment is opened to the public and a Job Advertisement is posted
- Step 2: Resumes are collected and reviewed by the Fire Chief and District Chiefs
- Step 3: Eligible Candidates will be contacted by the Fire Chief and Interviews will be scheduled
- Step 4: Candidate Interviews be conducted by the Fire Chief and District Chiefs
- Step 5: Successful Candidates will be verbally offered a position of Auxiliary Firefighter
- Step 6: An offer letter will be given to the candidate for review and signature and a start date will be determined. The Criminal Records Check, Drivers Abstract and the new Employee Documentation will be submitted at this stage
- Step 7: A new employee orientation session with the Fire Chief, District Chief, Occupational Health and Safety Coordinator and other Township Staff will be scheduled.
- Step 8: Attendance at your first bi-weekly training session will occur where you will be assigned to a Fire Officer and Crew to commence the 24 month probationary and training certification period.



CONTACT INFORMATION:

For general inquiries and recruitment information please contact the Fire Chief and or the District Fire Chief for the Station you are interested in joining.

Township of Huron-Kinloss Fire and Emergency Services

21 Queen St, Ripley, ON

Fire Chief: Chris Cleave

519-395-3735 ext. 164

ccleave@huronkinloss.com

FIRE STATIONS:

Ripley-Huron Fire Department, Station # 15-0

74 Huron St, Ripley ON

District Chief: Scott Martyn

519-525-2926

districtchief15@outlook.com

Lucknow & District Fire Department, Station # 16-0

725 Campbell St, Lucknow ON

District Chief: Jeff Pollard

519-386-0383

districtchief16@outlook.com