



# NEW MEMBERSHIP ENTRY PACKAGE

For More Info Contact Fire Chief

Roger Ekman

250-342-3200

# OPERATIONAL GUIDELINES

## FOR NEW RECRUITS

- Complete check list in your package
- Get Criminal/Background check from the RCMP
- Drivers Abstract
- Probation
  - § 1 year **NO** Lenience
  - § 6 Months
  - § 80% Practice
  - § 100% Call Outs (if you can't make it arrange a fill in)
  - § 60% Extra Activities
  - § Respond to as many calls as possible
- Training
  - § No out of town training for 1<sup>st</sup> year
  - § No gear until passed all tests
  - § No radio until passed all tests
  - § Cannot participate in training until passed all tests (liability purposes)

# INVERMERE FIRE/RESCUE

## NEW MEMBER OUTLINE/PROCEDURE

The fire rescue service is a very diverse and challenging endeavor. However, it is not for everyone. This information package will introduce you to the job of the modern firefighter and to the requirements necessary. The Invermere Fire Department provides professional service from membership of highly trained and motivated *volunteers*. The commitment is extensive and so can be the rewards. If you believe that you have the commitment, skills, physical ability and desire than please read on.

### **DEPARTMENT PROFILE:**

The Invermere Fire Department is comprised of 31 volunteers. The members are all trained in, and expected to perform, all of the duties of a firefighter and, if necessary, an officer. The department ranks break down as follows:

- 1 Fire Chief
- 1 Deputy Chief
- 1 Assistant Deputy Chief
- 5 Captains
- 23 Firefighters

The Department has one fire hall located at 626-4<sup>th</sup> Street. The department has three engines, one tender, one bush truck, one rescue truck and old Red our parade truck. The department currently provides fire suppression, fire prevention, and rescue to the community, confined space, auto extrication and embankment rescues.

The Invermere Fire Department responds to approximately 100 incidents per year. This works out to around 1 to 2 calls per week. The call volume fluctuates throughout the year but has remained fairly constant for the past few years.

## **APPLICATION REQUIREMENTS:**

1. Resident of Invermere fire protection area
2. Must be at least 19 years of age
3. Legally entitled to work in Canada
4. High School Graduate
5. Normal hearing without aids
6. BC Class 5 Driver's License (Driver's Abstract must be provided)
7. No criminal or summary convictions related to duties as firefighter (background check done)
8. Good physical and mental health

## **BENEFITS AND CONDITIONS:**

1. W.C.B. Benefits
2. Paid on call, practices, and call outs
3. Training Program (Paid training)

## **HOURS OF WORK:**

Suppression personnel:

On-call 24 hours per day, 7 days per week, when not working; or travelling outside of the community. Training sessions are weekly on Tuesday night from 1900-2100 hours. Additional sessions are irregularly scheduled at other times throughout the year. **All members must attend 100% of call-outs unless pre arranged fill in, 80% of scheduled practices and as many calls as possible.**

## **COMMITMENT:**

The membership of the fire department is strongly committed. We have a rich history of members with service exceeding 50 years. Our average "seniority" is about 10 years. We are

committed to ensuring this tradition lasts into the future. The department wants individuals who are committed to their community and are prepared to make a long-term commitment to its fire department.

## **SELECTION PROCESS:**

*\*\* Note: Individuals who are unsuccessful at any stage in the application process will be notified by mail, with accompanying general description of reason. Please do not contact the department by telephone to inquire as to your status.*

### **APPLICATION:**

Interested applicants must contact Fire Chief Roger Ekman at 250-342-3200 or attend a weekly practice on any tuesday night at 7:00 pm.. Vacancies occur irregularly and competitions for position are held on an as-needed basis. Applications will be held on file for a period of one year. Please fill out application carefully and ensure that all sections are complete.

### **WRITTEN TEST:**

The next stage in the process is a written aptitude test administered in a group setting by a captain of the department. Factors to be assessed include:

- Recall
- Reading & Comprehension
- Basic Mathematics and Science
- Tools and Equipment
- Mechanical Devices and Hydraulics

**\*\*Pass Mark is 75%**

## PHYSICAL TEST:

Applicants successfully completing the written test will progress to the physical test. All applicants coming to this stage must provide written documentation from their Physician of good physical and mental health, which allows them to perform the duties of a firefighter. This stage will assess the following components directly related to abilities required of firefighting.

- Arm/Grip Strength
- Upper Body Strength
- Coordination
- Endurance
- Ladder Climb

The above items are assessed utilizing the following evolutions as part of a timed simulation (applicants will wear full turn-out gear and SCBA bottle):

- A confined space crawl with SCBA on and breathing air
- A 50-foot victim/dummy drag and carry
- A 22 foot ladder climb up onto a roof and then back down
- A 40-foot hand over hand raise and lower of a 50' rolled hose
- Carry a hose lay of 50' of 2-1/2" hose and connect to a hydrant
- An advance of a 50' length of fully charged 1-1/2" hose
- A forcible entry simulation

**\*\*Pass Time is 10:00 minutes**

## BOARD INTERVIEW

A board of captains will interview successful applicants from the physical and/or written test. The board will be made up of representatives from the Fire Department. This interview will take the form of a personal assessment of each applicant based on a pre determined series of questions covering areas such as employment, experience, related skills, availability, interpersonal skills and stress management.

**\*\*Pass Score is 75%**

## **FIRE CHIEF/DEPUTY CHIEF INTERVIEW:**

All applicants who successfully complete the Board Interview are required to have a final assessment by the Fire Chief and/or Deputy Chief. A Criminal Record Search will be conducted on all applicants successful to this stage. Written consent from the applicant to perform this search, as well as a satisfactory search result, are conditions of hire.

## **TRAINING AND PROBATION:**

New appointees will undergo a basic training program. They will be on probation for a period for a period of between six (6) and twelve (12) months and will be continually evaluated by all members. Probationary members will be continually advised of their status and progress throughout their probation.

## **AFTER THE PROBATION:**

At the completion of the probationary stage the probationary member will receive a final evaluation from the Deputy Chief, the Fire Chief and the Captains. Consideration will be given to review of issues such as performance, attendance, progress, attitude, skill acquisition, and interpersonal behaviors.

If the results of the review are satisfactory the member will be recommended for membership at the next scheduled practice.

## **THE NEXT SIX MONTHS:**

Newly accepted members will undergo training, as applicable, in Air Brake endorsement, equipment familiarization, and Hepatitis vaccination during the next six months of membership. Completion of the basic firefighter abilities will be required for all recruits within 24 months of initial training.

Continued attendance at training sessions, call and /or public education sessions is critical to the development of new personnel into a valued member of the department.

## **FREQUENTLY ASKED QUESTIONS:**

Q. If I have a prior fire/rescue experience will it count toward the training requirements?

A. It will likely reduce the amount of time required to master the skills but all members must complete the training in order to demonstrate proficiency.

Q. Can women and minorities be firefighters?

A. Yes. The District of Invermere is an equal opportunity employer.

Q. Is there a social aspect to the Fire Department?

A. Definitely. The membership engages in numerous social functions each year. We strongly believe that camaraderie is a vital component to a successful department.

Q. What happens if I have a change of work or lifestyle?

A. Everyone undergoes change in his or her lives. The fire department recognizes this and will endeavor to manage these changes. However, changes detrimental to a member's ability to meet their attendance commitment may be cause for a re-evaluation of status.

Q. Will I be paid for my work as a fire department member?

A. Yes, We are presently a paid on call department with paid practices and on call days

Q. Who do I contact for more information about the fire department?

A. Contact the Fire Chief (Roger Ekman) at 250-342-3200

