

2012

Delta Fire & Emergency Services

Firefighter Recruitment Manual

Delta Fire & Emergency Services strives to provide progressive, high quality emergency and preventative services that will consistently meet the needs of the community through PREVENTION, PROTECTION & RAPID RESPONSE.



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Delta Fire & Emergency Services Firefighter Recruitment Manual

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About Us

Thank you for your interest in becoming a professional Firefighter with Delta Fire & Emergency Services. We are committed to recruiting talented and motivated individuals who possess a high level of integrity to serve our community.

Delta Fire & Emergency Services works to deliver the best safety practices in fire, emergency, pre-hospital care and special services to those living, working and visiting in the community of Delta. This vision will be realized by continually improving all disciplines pertaining to training, fire prevention, emergency preparedness and identification of evolving risks. Delta Fire & Emergency Services aims to provide timely, quality services as well as display compassion, respect and the utmost courtesy to all community members we serve. We recognize that we occupy a position of trust and we strive to act with integrity at all times effectively communicating with the community.

If you are interested in becoming a Delta firefighter, you should be:

- Physically fit
- Well coordinated
- Highly motivated
- Willing to work cooperatively as part of a team
- Committed to continuous learning
- Committed to the principles of teamwork: integrity, accountability and pursuit of excellence

The role of a career fire fighter is not suited to everyone. The daily pressure, sacrifice and risks that firefighters face separate this job from many other careers. We highly recommend that you conduct an honest self-evaluation before sending in your application: familiarize yourself with the job functions, build the necessary skill sets required and review our screening process in its entirety to gain a full understanding of the application process.

Should you decide to apply, it is important to understand that the competition will be strong but we pledge to treat each applicant fairly and respectfully.



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Recruitment Process Guidelines

This guide outlines the professional Firefighter recruitment process used by Delta Fire & Emergency Services and should answer any questions you may have about a career as a Firefighter. Please read the information in this guide before completing the application form. This will give you the opportunity to determine whether you have all the required qualifications.

The Delta Fire & Emergency Services professional Firefighter recruitment 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 behavior and accountability must be part of your nature. Taking responsibility and ownership of your actions is vital to success.

There is no single factor to ensure success in your pursuit of a career as a firefighter with Delta Fire & Emergency Services. However, we do offer you these guidelines:

1. Stay current with recruiting information by visiting our webpage at www.deltafire.ca and clicking on the *Information Tab/Employment Opportunities*.
2. If your personal contact information changes, please inform the Human Resources Department immediately by calling 604-946-3246 or email humanresources@corp.delta.bc.ca.
3. Only those applicants who have been shortlisted at each stage of the recruitment process will be contacted by e-mail regarding the next steps in the process.
4. Before you submit your firefighter application, take the time to learn all you can about the job. Familiarize yourself with the job tasks and the different stages in the recruitment process. Do your homework, it is better to be over prepared!
5. 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.
6. We expect you to be prepared and ready to participate in all assessments at all times. Sometimes you may experience lengthy delays with little feedback. The very nature of our business is being prepared to respond.
7. Job fit and suitability are critical factors considered in our decision making processes. Completion and/or passing all stages in the recruitment process does not ensure a job offer.



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Firefighter Qualifications

Delta Fire & Emergency Services is looking for applicants who are community-minded, positive, energetic, active and looking for a fulfilling career as a professional Firefighter. Listed below are the minimum required qualifications as well as preferred qualifications.

- It is your responsibility to understand and meet the minimum qualifications **before** you submit your application.
- All required documentation must be enclosed with your application form **in the order specified** on the application checklist.
- You will need to maintain your qualifications throughout the recruitment processes.
- 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.

Minimum Required Qualifications

Applicants must meet **all** of the following minimum requirements to be considered for employment:

- Canadian Citizenship or Landed Immigrant status (include copy of birth certificate or other proof of legal entitlement to work in Canada, i.e. passport).
- Certificate of completion of NFPA 1001 Levels 1 and 2 and/or BC Standard Firefighter Level II or equivalency.
- **Transcript** demonstrating high school graduation or GED completion (not diploma).
- Valid BC Driver's Licence, Class 3 with Air Brake endorsement.
- Current driver's abstract dated no more than 30 days prior to the application closing date. Must demonstrate responsible and safe driving behavior; more than six points in the **last three years** from the date of application is considered excessive.
- Current (within past 12 months from date of application) CPAT certificate (<http://www.abbotsfordcpat.ca/>)*. We will accept proof of CPAT certification documentation up until January 31, 2012.
- One of the following valid first aid certifications:
 - First Responder Level 3
 - Occupational First Aid Level 3
 - Emergency Medical Responder
- AED Endorsement
- CPR-C Certification
- Physically and medically fit to perform the job of a firefighter according to the standards set in the National Fire Protection Association Standard on Comprehensive Occupational Medical Program for Fire Departments (referred to as 'NFPA 1582').
- No conviction for a criminal offence for which a pardon has not been granted. Candidates will be required to successfully complete a Criminal Records Check.



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*Candidate Physical Ability Test (CPAT)

In 1997, the International Association of Firefighters (IAFF) and International Association of Fire Chiefs (IAFC) teamed up with 10 major North American fire services and unions to create the IAFF/IAFC Wellness-Fitness Task Force to address national standards on firefighter health and fitness. Through this mutual IAFF/IAFC partnership, an entry-level firefighter task specific test was created known as the Candidate Physical Ability Test (CPAT). This physical ability test was developed to allow fire departments to assess pools of trainable candidates who have the minimum physical ability to perform essential job tasks at fire scenes.

The CPAT is a minimal task-analysis initiative that requires no prior firefighter knowledge to be successful. The intent of this test is to establish an individual's ability to perform physical job tasks with enough reserve for emergency situations and normal activities. Successful applicants are those who have incorporated fitness as a lifestyle, as this is important to a firefighter's health and safety considering the profession's physical demands. For further information, please visit <http://www.abbotsfordcpat.ca/>.

Preferred Qualifications

Applicants possessing some or all of the preferred qualifications, as well as all of the required minimum qualifications, will be given preference in the selection process.

- Priority given to those with First Responder Level 3 with endorsements including Spinal.
- Technical High Angle Rope Rescue Certification -- Awareness, Operations or Technician levels.
- Hazardous Materials Emergency Response Certification -- Awareness, Operations or Technician levels.
- Confined Space Certification – Awareness, Operations or Technician levels.
- Wildland Fire Fighting Certification.
- Completion of other Fire Service related courses or programs.
- Post-secondary education and/or building construction training or experience, mechanical training or experience, or heavy equipment operation training or experience.
- Fire related work experience.
- Fluency in a second language.
- Ability to swim and preferably related life saving certificates.
- Community involvement.



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Application Process

The goal of this recruitment initiative is to establish an eligibility list of qualified career Firefighter candidates who would be given consideration for vacancies that have or will occur before the end of 2012. Departmental staffing needs are subject to approval by Municipal Council and as such *it is not guaranteed* that applicants selected for the eligibility list will be offered employment.

Stage 1 – Application Process & Screening

Firefighter applications must be received in Human Resources at the Municipal Hall by **4:30 pm Thursday, January 12, 2012**. Incomplete and/or late applications will not be considered. All applicants must complete Delta's *Firefighter Application Form* found on the employment section of our website at www.deltafire.ca and attach all required documentation **in the order** outlined on the Checklist.

Completed applications will be reviewed and short-listed.

Stage 2 – Written Test

Selected applicants will be invited to participate in a written exam.

Stage 3 – First Interview

Selected applicants will be invited to a structured panel interview.

Stage 4 – Ride Along

Selected applicants will be invited to participate in a 3 day ride along program.

Stage 5 – Second Written Assessment

Selected applicants will be invited to complete a 2nd written assessment.

Stage 6 – Medical/Physical Examination

Selected applicants invited to this stage must attend and pass a comprehensive medical/physical examination conducted by Medisys Health Group demonstrating medical and physical fitness to perform the job of a Firefighter. Medisys uses the National Fire Protection Association Standard on Comprehensive Occupational Medical Program for Fire Departments, 2007 Edition (referred to as "NFPA 1582"). An on-line version of the standard can be viewed or purchased at the National Fire Protection Association website, www.nfpa.org or by calling them at (617) 770-3000. Once you have reviewed the NFPA 1582 guidelines, and if you still have questions related to the medical and physical requirements, please contact Maida Valkenier, Clinic Director at Medisys Health Group, at (604) 318-7991 for specific information related to this assessment. The applicant will be responsible for paying for a portion of the costs related to this examination.

Stage 7 – Criminal Record Checks & Reference Checks

Criminal Records and Reference Checks will be completed for all applicants moving onto this stage.



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Stage 8 – Final Interview

Selected applicants will be invited to an interview with the Fire Chief.

Stage 9 – Eligibility List

Eligibility list will be finalized and interviewed applicants will be advised of the outcome. If applicable, start date of employment will be determined.

Only applicants who will be moving on to the next stage in the recruitment process will be contacted **by email**. It is the applicant's responsibility to ensure e-mail addresses are valid and accurate and computer firewalls/security is set up to accept emails from the Corporation. It is the applicant's responsibility to check e-mails on a regular basis as there are deadlines issued for payment and scheduling. All testing stages are in person, and cannot be faxed, e-mailed or taken online.

We would like to acknowledge the time and effort spend by each applicant in pursuit of a career as a Firefighter. THANK YOU for considering Delta Fire & Emergency Services as a potential employer.

The Corporation of Delta is an equal opportunity employer.



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General Information

Firefighter Wages & Benefits

In accordance with the January 1, 2007 – December 31, 2009 Collective Agreement with the International Association of Firefighters (IAFFO, Local 1763), Delta Firefighters receive the following rates of pay during the first four years of employment:

YEAR	Current Rates of Pay As of December 31, 2009	
	Hourly	Monthly
First Six Months (Probationary)	\$24.42	\$4,460
Second Six Months (Probationary)	\$26.16	\$4,778
Second Year	\$27.91	\$5,097
Third Year	\$31.40	\$5,734
Fourth Year (First Class)	\$34.89	\$6,371

Firefighters' Benefits

Firefighters receive several benefits including the Medical Services Plan of BC, extended health & dental coverage as well as group life & long term disability insurance. Firefighters have access to the Employee and Family Assistance Program.

Delta Fire & Emergency Services Firefighters are provided with full work and dress uniforms, and personal protective equipment including duty gear.

Firefighters' Pension

Delta Firefighters are enrolled in the British Columbia Municipal Pension Plan.

Annual Vacations

Delta Firefighters are granted the following annual vacation entitlements:

- 1 year of service – prorated
- 2 years of service – 9 duty shifts
- 3-10 years of service – 13 duty shifts
- 11-23 years of service – 17 duty shifts except 21st year
- 21 years of service – 21 duty shifts
- 24 and subsequent years of service – 21 duty shifts

Statutory Holidays

Delta Firefighters are granted 11 duty shifts in lieu of the eleven Statutory Holidays.

Hours of Work (Fire Suppression)

The hours of work consist of an average of 42 hours per week. The schedule has rotating day and night shifts comprised of two 10-hour day shifts, followed by two 14-hour night shifts. Normally, after each set of four duty shifts, a firefighter has four days off.



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Recruit firefighters are hired on a probationary period of one (1) year. Upon completion of the first year of employment a firefighter will enter the Pool System. There are two pool firefighters on each platoon for a department total of eight. The pool firefighter is required to work a flexible work schedule based upon the needs of the Department. A pool firefighter understands that they may be required to work on short notice and may not consistently follow the normal firefighter work schedule. A pool firefighter does not work more hours than a non-pool firefighter over a 56 day cycle. A firefighter remains in the pool until replaced by junior firefighters.

Appearance & Grooming

Personal appearance and grooming requirements will be applied in a manner consistent with WorkSafeBC and Human Rights legislation.

Environmental & 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.
- Shift work, including holidays and weekends.
- Firefighters may be required to respond to staff call backs and major alarms.
- 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 or non-existent.
- Experiencing physically demanding task during extreme fluctuations in temperature.
- Lifting, carrying, butting, extending and climbing ladders to extreme heights, while maintaining balance and maneuvering 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; and uninstalled and unshielded electrical equipment.



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Tasks & Duties of a Firefighter

Typical day-to-day job duties that meet the primary functions of the Firefighter position include:

A. Fire Suppression

- 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.
- Using cumbersome 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, etc).
- 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.

B. Emergency Response & Initial Scene Assessment

- Accurately receiving and comprehending radio dispatched information.
- Responding to residential, industrial, structural and/or wildland fire emergencies.
- Responding to rescues/requests for assistance/reports of smoke.
- Responding to electrical hazards/potential sites of ignition.
- Safety driving/riding in firefighting/emergency apparatus in response mode.
- Identifying on-scene hazards and seeking the source of fire.
- Advising commanding officers of on-scene fire conditions and hazards.
- Assisting 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.

C. 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.



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- Dragging/holding a charged hose unassisted and opening the nozzle.
- Applying a hose clamp to a charged/uncharged hose.

D. Pump Operations

- Calculating, achieving and maintaining correct water pressure for hose lines.
- Operating foam dispensing equipment.
- Inspecting and maintaining fire apparatus during emergency and non-emergency operations by checking gauges and preventing freeze up.

E. Primary Search

- Verbally communicating while wearing personal protective equipment such as 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.

F. Fire Ground Operations

- Calculating building heights in meters to allow for proper deployment of ground and aerial ladders.
- 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, generators, ladders, tools etc).
- 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.

G. Salvage & Overhaul

- Securing/preserving evidence at fire scene.
- Stabilizing walls/roofs.



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- Moving furniture/valuables and protecting them with salvage covers.
- Creating dikes for channeling water out of building.
- Removing burned and charred waste.

H. 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 equipment.
- Donning additional personal protective equipment (i.e. gloves, masks, eye protection, etc).
- Assessing patient condition and providing initial medical care.
- Managing hysterical/agitated/unstable patients requiring medical attention.
- Applying resuscitation measures as necessary.
- Performing COT 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.

I. 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 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.

J. Fire Hall

- Maintaining physical and mental abilities "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.



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- 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 arrangements for necessary repairs and replacement.
- Performing facility repairs or requesting maintenance calls.
- Storing fire equipment and supplies.
- Replenishing fire halls 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.
- Answering routine phone calls in the fire hall.
- Conducting fire hall tours.

K. 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.

L. Administration

- Writing First Responder Patient Forms and completing other administrative forms.
- Data entry and completing computerized incident reports.
- Writing building fire inspection reports.
- Completing in-station training materials and following departmental directions.

M. Training & Drills

Review training materials to learn and have a working knowledge of:

- Fire behavior 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.



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- 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 techniques.
- Computers and computer programs.
- 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 required.

N. 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.