



## McNab/Braeside Fire Department Volunteer Firefighter Orientation Document

### Volunteering for the Township of McNab/Braeside

This document has been developed for Individuals who may be considering a position within the McNab/Braeside Fire Department in the capacity of volunteer firefighter.



This is a resource that contains key information that will help individuals better recognize the serious commitment required by them as an individual and by their family.

The decision to join should not be made quickly. A decision of this nature requires careful thought and consideration, while taking the time to become familiar with all the job requirements.

First & foremost, your family must support your decision. They must understand and accept your commitment to training, responses (calls), and fire department activities, some of which may interrupt family functions. Your employer should also be consulted and accept your commitment as a volunteer firefighter.

Information contained within this document should help you with your decision process but is not intended to answer all possible questions that you may have.

Participation as a volunteer member of the fire service brings additional benefits including increased personal satisfaction, heightened self-esteem, and a tremendous sense of accomplishment for a job well done. Your involvement will also provide your community with a valuable service that comes with the potential to touch us all.



The Township of McNab/Braeside Council recognizes the dedication and value of those who are committed to serving as a volunteer firefighter and contribute to public safety.



## **McNab/Braeside Fire Department's Mission**

It is our mission to continually strive to provide prevention, education, and fire/life safety protection services to the residents and visitors of the Township of McNab/Braeside. Through teamwork, dedication and training, the members of the McNab/Braeside Fire Service contribute professionally to the department's success.

### **Core Services**

Changes in the McNab/Braeside fire service are not unique as the fire protection industry is rapidly evolving provincially, nationally, and globally. Conventionally, volunteer fire departments would typically respond to fire situations but today, fire service personnel respond to a much more extensive array of incidents.

Development, population increases, technological advancements, and societal change are some examples that bring about an increase in community risks, placing higher demands onto service providers, including the Township's fire service.

On average, the volunteer department receives about 100 emergency call outs per year. Regular scheduled training takes place every Monday evening with additional special training from time-to-time. Members are also encouraged to attend additional professional skills training.







Public education, fire prevention and public relation duties are typical firefighter requirements and occur throughout the year.



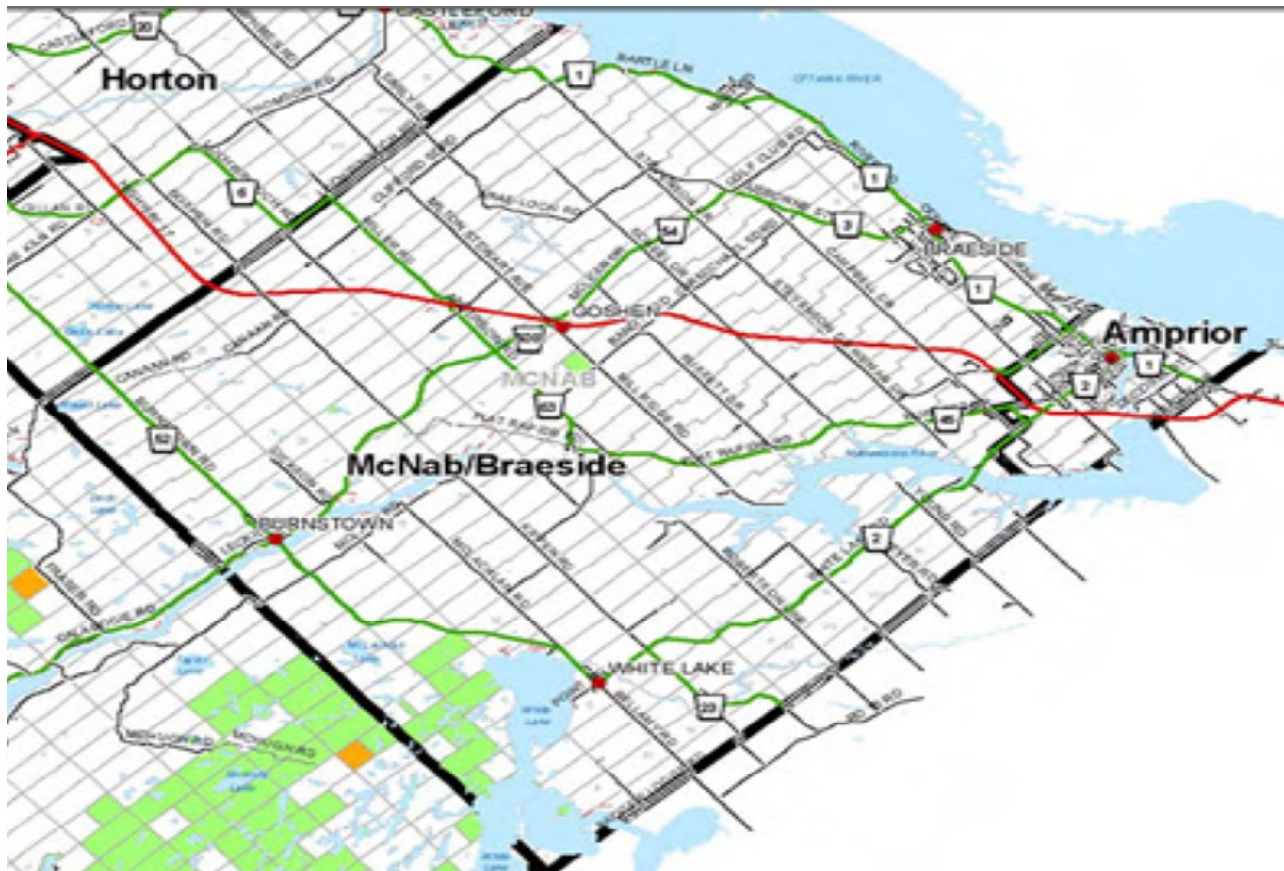
Examples of core services provided by the McNab/Braeside Fire Department include:

- fire prevention
- public education
- structural firefighting
- automobile fires
- motor vehicle accidents
- auto extrication
- water/ice rescue shore base
- alarm response
- public assistance
- mutual and automatic aid
- extensive training
- station duties
- public relations

## Overview of the Township of McNab/Braeside

The Township of McNab/Braeside is a lower tier municipality within Renfrew County. Based on current estimates, McNab/Braeside has a population of 7,591 people and a land area of 255.28 square kilometers. There are approximately 3,235 private dwellings in the Township, with a growth rate of 5.7% from the 2016-2021 census.

McNab/Braeside Fire Department provides fire protection services within the Township boundaries, which are approved by municipal Council. Funding for fire protection is provided by the municipality. The Fire Department is comprised of a full-time Fire Chief and approximately 45 volunteer personnel comprising of company officers and firefighters make up the remaining staffing.





## Minimum Requirements and Job Skills

- Attend the Orientation
- Grade 12 diploma (or equiv.)
- Valid driver's license (minimum - class G)
- Live or work within immediate area
- Means of reliable transportation
- No criminal record
- Proficient in English
- Ability to attend scheduled training and emergency activations
- Ability to possess C.P.R., First Aid and Defibrillator training
- Ability to acquire & maintain a class DZ driver's license (or higher)

## Job Skills

- Able-bodied to perform intense & sustained physical effort
- Capable to work under distressing conditions
- Treat all information as confidential and protect privacy
- Sustain and uphold a constructive attitude
- Able to follow directives and respect the command structure
- Demonstrate job commitment (volunteer service)



### **General Job Specification Duties**

- Respond to fire, rescue and other emergencies when called to duty.
- Conduct firefighting/rescue activities at emergency scenes.
- Report directly to officers regarding activities at the fire ground, training, or station.
- Report vehicle and/or equipment deficiencies to an officer.
- Complete necessary reports following an emergency as required.
- Complete regular inspections of assigned protective equipment and station wear.
- Demonstrate independence of judgement and action in circumstances of extreme emergency where referral to a superior for instruction is not possible.
- Demonstrate responsibility for rapidly and efficiently performing various duties under emergency conditions frequently involving considerable hazards.
- Carry out specific orders and directions as received from a superior officer during firefighting operations, training and other departmental activities.
- Ensure safe & proper operation of all department vehicles, tools, and equipment.
- Assist with salvage operations during and following an emergency.
- Assist with Fire Department pre-planning as required.
- Perform such duties as required to further advance public information, public safety, and public relations within the department.
- Perform various maintenance and cleaning tasks on apparatus, equipment, and station.
- Inspect property at the scene of a fire to prevent re-ignition.
- Attend assigned classroom and practical skills training to ensure proficiency in firefighting and rescue methods.
- Participate with in-service training, specialized training, and self-study.
- Ensure compliance with all health and safety matters in accordance with the Township Health and Safety policies/procedures and the Occupational Health and Safety Act/Regulations.

## Recruiting Process

The McNab/Braeside Fire Department has implemented an evaluation process to provide all applicants with impartial opportunity.

In an effort to provide individuals who have an interest in becoming a volunteer firefighter with key information and job expectations, the individual will be required to attend a recruiting orientation session as a prerequisite to the recruitment process. After attending the orientation session, the individual will possess a better awareness of the participation requirements and the nature of our business. Individuals have an opportunity to consider the commitments before making their final decision.

After attending the orientation session, the individual will be able to make formal application to become a volunteer firefighter, at which point an initial screening will be conducted to verify minimum requirements.

An applicant advancing to the next stage of the process will be considered a candidate. The evaluation process comprises of 3 phases.

- **Phase 1** includes the skills assessments, which are job related ability tests and are the physical component of the recruiting process. These tests will be conducted to assess the candidate's ability to perform specific job-related assignments. Prior to participating in these tests, the applicant must read the waiver form, agree to the conditions, and submit the signed form.
- **Phase 2** is a formal interview from a panel of interviewers. Scores will be assigned based on the candidate's achievements through the process.
- **Phase 3** is the candidates list where individual scores will be ranked in ascending order. Vacant positions will be filled from the candidates list.

The next stage consists of a conditional recruit offer package. The candidate will be required to obtain and produce the following documentation: a current driver's abstract from the Ministry of Transportation; a vulnerable sector check from the local Police service; a medical assessment from a licensed physician; and a signed fire service agreement.

An informal consultation will also be encouraged with the candidate's partner and/or family member to discuss the candidate's commitments as a firefighter.



The final stage in the recruiting process is the recruit training program.

A probationary period of one year will require the recruit to successfully acquire all necessary training and demonstrate their commitment as a member of the McNab/Braeside Fire Department.

