



2023

# Paid Per Call Recruitment Process Guide



City of Kenora Fire & Emergency Services

# Paid per call Recruitment Process Guide

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## Introduction

The Kenora Fire and Emergency Services is a composite professional emergency response organization, consisting of individuals dedicated to providing a high standard of service to the community we protect.

We are committed to:

- Protecting the lives and property of the residents of the municipality we serve from the ravages of fire, natural or man-made disasters, medical emergencies, the release of dangerous chemicals and/or other emergencies that may occur;
- Developing and providing quality fire inspection, fire prevention and training programs;
- Providing efficient, effective 911 public-safety communications to the residents of the Municipality and other emergency service providers;
- Working with other organizations and/or individuals to ensure that a high standard of service is maintained within our area of jurisdiction.

## Our Mission

The City of Kenora Fire and Emergency Services is dedicated to providing public fire safety services to our citizens that result in improved quality of life and peace of mind. As a team, we strive to minimize losses and suffering through emergency service delivery, fire prevention and public fire education, and community services activities. We will provide our service and treat those we serve and each other in a manner that is honest, fair, and unbiased; honour our heritage, actively participate in our community, and serve with integrity; strive to support the individual development, personal satisfaction, and pride of all members; and endeavour to uphold the unique camaraderie and trust that is the fire service.

## Our Vision

“HERITAGE, SERVICE, PRIDE”

## Our Goals

Throughout our organization and in everything we do, we value providing:

- Appropriate public fire and life safety education and other fire prevention programs and measures as legislated by the Fire Protection and Prevention Act (FPPA)
- Exceptional training to its members through well planned programs followed by appropriate testing and documentation
- Effective, timely and adequate staff emergency response and assistance as appropriate to the needs and circumstances of the municipality and as required by the FPPA and other applicable legislation



*1 Fire Station One and Fire Fleet*

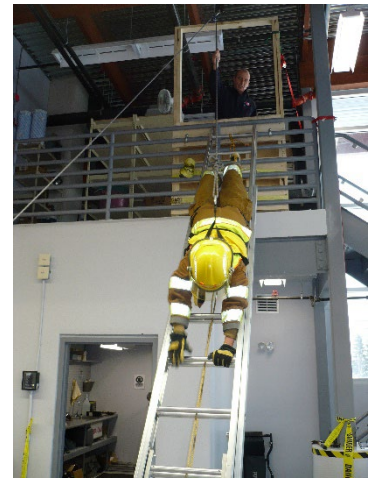
# Firefighter Job Profile

## Rewarding Career

The rewards of being a Firefighter are extensive. The work is exciting and challenging. Below is a summary of key components of the job.

## Summary of Duties

- Responsible for all fire suppression duties necessary to save life and property. Combat, extinguish and/or prevent fires by rapidly and efficiently performing varied duties as required under emergency conditions (frequently involving considerable hazard).
- Provide emergency medical response and aid; perform rescue/extrication operations where necessary to prevent loss of life or further injury from any cause.
- Provide service assistance with respect to, but not restricted to the following: police, paramedics and public.
- Responsible for station maintenance and upkeep of firefighting equipment and Fire Department property.
- Responsible for upgrading and maintaining skills/knowledge and physical requirements to current standards.
- Perform duties in fire prevention, and public education as assigned.



*2 Ladder Training*

## Work Performance

### Fire Emergency

- Responds to emergency calls immediately, as directed
- Drives and/or operates any vehicle or equipment as assigned
- Performs a variety of rescue-related duties to protect the public and lessen severity of injuries
- Lays and connects hose; holds nozzles and directs high pressure water streams, raises; climbs and works from ladders; and uses or operates all equipment associated with the control and extinguishment of fire or other incidents
- Wears self-contained breathing apparatus and full protective clothing while working in noxious and/or smoke filled environments
- Ventilates buildings or areas to release heat, smoke, or fumes
- Places salvage covers so as to protect property and prevent water damage
- Performs overhaul operations in order to ensure that the fire has been completely extinguished

### Medical Emergency

- Drives, checks safety of immediate area, brings required medical equipment
- Assesses situation/patient by taking medical history, visual and vital signs
- Conducts appropriate intervention, including CPR, other first-aid as required
- Assists paramedics - conveys information, lifts and carries patients, etc.
- Manages crowd/by-standers/victim's relatives, etc.

## Other Emergencies

- Performs a variety of rescue-related duties to protect the public and lessen severity of injuries related to motor vehicle collisions, water hazards, industrial accidents, incidents involving hazardous materials, etc.
- Assesses and performs extrication of the victims in motor vehicle collisions

## Non-emergency Duties

- Performs various maintenance duties to fire services apparatus, equipment and department property
- Participates in departmental training programs to be proficient, knowledgeable and up to date with respect to equipment and procedures for firefighting, medical and other emergencies
- Participates in public relations projects involving visits, demonstrations, parades, etc., as directed
- Assists with on the job training of other firefighters
- Performs other duties as assigned

To be a successful firefighter you must possess:

- Motivation to serve
- Effective communication skills (written and verbal)
- Physical, mental, emotional health
- Ability to exercise sound judgment
- Strong sense of responsibility
- Compassion
- Ability to work as team member
- Tolerance
- Honesty and integrity
- Problem-solving skills
- Strong work ethic
- Physically fit and able to perform sustained and intense physical effort
- Ability to work at heights and in confined space.



*3 Forest Fire Hazard Sign*

We seek candidates, residents, who are representative of the community we serve. If you are physically fit, enjoy learning, work well with others and enjoy helping others, then you are a potential candidate for a paid per call firefighter position.

## Eligibility Criteria

To be eligible for consideration as a paid per call firefighter for the Kenora Fire and Emergency Services you must:

1. Have a principal residence and/or employment within the municipality or a reasonable response time to the fire station as time is critical in responding to emergency incidents.
2. Provide proof of residence that you live within the fire station catchment area at time of application.
3. Have a valid Class G driver's license, have or be able to obtain, a valid 'D' Driver's License with 'Z' endorsement and have an acceptable drivers abstract.



4. Have a Grade 12 Diploma or the educational equivalent
5. Be able to communicate clearly and understand both orally and in written English
6. Be in good health and be capable of handling intense sustained physical effort



4 Rescue Fire Truck

## Seven Step Recruitment Process

### Step 1: Orientation Session – May 9<sup>th</sup>

Those wishing to apply may attend an Orientation Session, designed to provide you with an overview of the fire service, detailed description of the tests used by the Department and to provide you with answers to any questions you may have about any aspect of the recruitment process.

Tuesday May 9<sup>th</sup> at 6:30 pm

Kenora Fire and Emergency Services Station #1

100 14<sup>th</sup> Street North

### Step 2: Applications – April 11<sup>th</sup> to May 12<sup>th</sup>

Applications will be accepted beginning April 11<sup>th</sup>, closing on May 12<sup>th</sup> at 3 pm.

Submit the following documents to the City of Kenora Human Resources Department

- A cover letter, resume, and a firefighter application package
- Visit [www.kenora.ca/en/your-government/jobs.aspx](http://www.kenora.ca/en/your-government/jobs.aspx)

### Step 3: Aptitude Screening – Week of May 15<sup>th</sup>

Selected candidates will be invited to complete the Cooperative Personnel Services (CPS) Firefighter Entry- Aptitude Screen Test. Applicants must be able to attend the testing date.

### Step 4: Occupational Physical Assessment / Acrophobia Test – Week of May 23<sup>rd</sup>

Applicants who advance from the Aptitude Screening stage must complete an Occupational Physical Assessment / Acrophobia Test.

The tasks that make up the physical testing are designed to reflect job-specific tasks required in the performance of firefighting duties. The purpose of this analysis is primarily to provide you with a realistic idea of incident tasks you will be expected to perform and also to provide the fire department with a valid assessment of your physical capabilities relative to the functions required by the position.

Tasks include:

- Stair Climb
- Hose Drag
- Equipment Carry
- Ladder Raise and Extension
- Forcible Entry
- Search
- Rescue
- Ceiling Breach and Pull

### Step 5: Interview – Week of May 29<sup>th</sup>

Candidates for interviews will be selected. The Department thanks all those who apply, but advises that only those applicants selected for an interview will be contacted. Candidates will be required to bring additional documentation and/or proof of credentials.

### Step 6: Documentation – Week of June 5<sup>th</sup>

Those considered to be suitable candidates will be required to:

- Provide medical documentation from a physician stating they are medically cleared to perform the role (cost to the applicant)
- Submit a [Police Records Checks](#) through the Ontario Provincial Police (\$41 cost to the applicant);
- Submit an Ontario Driver's License Abstract (3-year uncertified record) suitable to the employer dated within 60 days of the application closing date. [Driver Records | Driver Record Online Order Form \(driver-records.com\)](#) (full cost paid by the applicant);

### Step 7: Selection – Week of 12<sup>th</sup>

Start Date – Week of June 19<sup>th</sup>

## Training and Participation

Over the years, the fire service has evolved into a public safety agency providing highly technical and diverse services. The general public has come to rely on the fire departments as the "first responder" not only when life and property are threatened by man-made and natural disasters, but for seemingly smaller problems as well.

To ensure that all members of the fire department are prepared to deliver the best level of services required, training standards have been developed to provide each member with the needed skills, knowledge, and abilities necessary to deliver fire and emergency services to the citizens of the municipality.



*5 Group Training*

### Training Requirements

- A. All probationary paid per call firefighters entering the system will be required to complete a recruit training program taught by departmental instructors.
- B. Probationary paid per call firefighters that successfully complete the designated sections of the recruit training may begin responding to emergency calls; however, they may assist fully qualified firefighters only when proper supervision is provided. Probationary paid per call firefighters may not enter burning buildings, participate in activities requiring advanced training or be subjected to hazardous environments.

Training is provided in accordance with accredited standards of the National Fire Protection Association.

## Proficiency Requirements

Once the training levels have been achieved, Probationary paid per call firefighters are required to attend a performance-based examination to demonstrate the skills required and knowledge assessment to perform the job safely and effectively.

The candidates will be assessed throughout their training program and those considered suitable will be appointed to the ranks of paid per call firefighters at the end of their probationary period.

Projected start date: June 22<sup>nd</sup>, 2023

**APPLICANTS WHO DO NOT ATTEND THE REQUIRED TESTS AS SCHEDULED WILL NOT BE CONSIDERED.**

## Other General Information

The Paid per Call Recruit Training Program takes approximately twelve (12) months to complete. Participants are expected to train:

- Every Thursday from 7:00pm to 9:00 pm
- Typically every 4th Saturday

After approximately four (4) months, Recruits are invited to attend their assigned station regular weekly training:

- Tuesday nights 7:00 pm to 9:00 pm

Paid per call staff receive remuneration for each hour worked and responding to incidents on a similar basis.

Paid per call firefighters are supplied with personal protective clothing in accordance with the Occupational Health and Safety Act and department policy. Paid per call firefighters are also provided with Workplace Safety Insurance.

## **THANK YOU FOR CONSIDERING JOINING THE KENORA FIRE and EMERGENCY SERVICES**

We want to acknowledge the effort every applicant puts into the pursuit of being a firefighter and their desire to assist in the protection of the community.

If you have any questions please contact Fire Chief Dave Pratt

[dpratt@kenora.ca](mailto:dpratt@kenora.ca) or 807-467-2094



*6 Ariel Platform Truck*