



PAID ON-CALL FIREFIGHTER APPLICATION PACKAGE

Revised: Dec. 4, 2018

Contact

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MESSAGE FROM THE FIRE CHIEF

Firefighting is a very rewarding opportunity for those who take up the challenge; this package will introduce some of what we do and what we offer so you can determine if this opportunity is right for you.

Leduc County Fire Services is committed to providing fire and rescue services to all residents and businesses within Leduc County.

Our dedicated and well-trained team of paid on-call firefighters, operating out of district fire stations located in Calmar, New Sarepta, Nisku and Thorsby, protects the lives and property of citizens of, workers in and visitors to Leduc County any time of day year round. Paid on-call firefighters truly are the heart and soul of our service.

Our firefighters receive in-depth professional training allowing them to be prepared for, to perform well in and effectively mitigate the potentially dangerous situations we respond to. Paid on-call firefighters respond to emergencies including, but not limited to, residential, rural and industrial fire calls, industrial accidents, vehicle collisions, Edmonton International Airport responses and medical aid assists.

In addition to responding to emergencies, our paid on-call firefighters must attend weekly training sessions and additional courses on most weekends for the first year, and then as required to maintain their skills.

Your commitment and dedication to the community in serving as a paid on-call firefighter will result in tremendous personal benefits; it is a great way to gain important life safety skills and improve your confidence and courage.

Leduc County Fire Services offers great personal development and promotional plans, the opportunity to join an active firefighter's association, and access to physical and mental health programming. You will feel more like part of the family than just part of our great team.

If you are inspired by what you have read, feel that you have what it takes, and are interested in becoming a paid on-call firefighter with Leduc County Fire Services, I encourage you to apply today by filling out the attached application or visiting leduc-county.com/recruitment for an online application.

Keven Lefebvre, ECFO
Fire Chief, Leduc County Fire Services



INFORMATION

Requirements

Leduc County Fire Services relies on its paid on-call firefighters to provide response 24 hours per day; therefore, we need individuals who can respond during the day, in the evenings and/or on weekends.

The below requirements **must** be met to be considered for a paid on-call firefighter position with Leduc County Fire Services:

- Live and/or work within 19 kilometres of a Leduc County Fire Services station (Calmar, New Sarepta, Nisku or Thorsby)
- Minimum 18 years of age
- Valid Class 5 driver's license and their own transportation
- Clean criminal record check
- Clean driver's abstract
- Employer consent, if responding during work hours
- Meet the department's physical agility requirements
- Attend training sessions one evening per week
- Attend weekend courses and other training, as required, to maintain skills

Principle duties and responsibilities

As a firefighter with Leduc County Fire Services, you will be required to perform your duties and responsibilities at a high level of consistency, and in accordance with the policies and standard operating guidelines of the department. Principle duties and responsibilities include the following:

- Respond to emergencies involving fire
- Respond to rescue incidents/motor vehicle collisions
- Respond to dangerous goods incidents
- Perform first aid medical response and assist emergency medical services (EMS) personnel
- Perform housekeeping duties of the fire station
- Perform standby duties as required
- Maintain fire department apparatus in a clean, serviceable condition
- Participate in required training
- Participate in fire prevention education
- Adhere to fire department policies and procedures
- Commit to maintaining a lifestyle of safety, health and physical fitness
- Perform other duties as required



Working conditions

Working as a paid on-call firefighter will expose you to a variety of conditions; some situations you should expect to encounter as part of normal routine are as follows:

- Being called on to respond to emergencies at any time of day, including holidays and weekends
- Being called on to respond to emergencies in any kind of weather
- Performing required tasks while wearing full personal protective equipment, including self-contained breathing apparatus
- Working quickly to extinguish fires in extreme heat and when visibility is poor or non-existent
- Experiencing physically-demanding tasks during extreme fluctuations in temperature
- Lifting, carrying, butting, extending and climbing ladders to extreme heights, while maintaining balance and performing maneuvers
- Working in hazardous areas that could be hot, wet, slippery, muddy, icy, dirty and cramped
- Working on and around moving machinery, vehicles and equipment
- Being exposed to and protecting against burns and other injuries, sharp objects, inhalation, injection, ingestion and absorption of hazardous substances, high noise levels, infectious agents/biological hazards, radiation hazards, smoke, dust, noxious odours and contaminants and uninstalled or unshielded electrical equipment
- Dealing with critically-injured and/or sick patients
- Dealing with distraught family members

Physical and mental demands

Leduc County Fire Services views fitness and mental health and wellness as an important part of firefighting due to the physical and mental strain experienced on the job. Paid on-call firefighters are required to report fit for duty, both mentally and physically.

The risk of injury in firefighting results mainly from the following:

- The use of various heavy machines and apparatus
- Dangerous entrances to and maneuvering in awkward places
- Performing work from heights
- The lifting of patients on stretchers
- Dealing with and treating critically-injured and/or sick patients
- Extreme heat exposures
- Rapidly-changing environmental conditions



Compensation and benefits

Paid on-call firefighters are compensated on an hourly basis for attending weekly training, attending maintenance nights and responding to emergency calls. Paid on-call firefighters receive a minimum of three hours compensation for each weekly training session and maintenance night attended and a minimum of two hours compensation for each emergency call attended (see hourly rates below). The average emergency call lasts 75 minutes from the time the alarm rings to the time firefighters return to the fire station.

Note: Paid on-call firefighters are not compensated for attending the basic recruit course.

Rank	Alarm (per hour)	Training (per hour)	Maintenance (per hour)	Weekend standby (per day)
Firefighter – probation (first year)	\$15	\$15	\$15	\$33.03
Firefighter	\$18.64 to \$27	\$15.92	\$15.92	\$33.03
Lieutenant	\$27.96 to \$31.13	\$15.92	\$15.92	\$47.16
Captain	\$31.69 to \$34.66	\$15.92	\$15.92	\$47.16

Note: firefighters must complete training, as outlined, before advancing in rank

In addition, paid on-call firefighters receive the following:

- All required personal protective equipment, including bunker gear and uniforms
- Access to training courses
- Discounts at numerous facilities and retailers
- Coverage under Workers' Compensation Board
- 24-hour accidental death and dismemberment insurance
- Member and Family Assistance Program



Self-evaluation questionnaire

Service as a paid on-call firefighter requires a serious commitment. The following list of qualities and considerations will help you determine if paid on-call firefighting is the right choice for you.

- I am prepared to maintain the minimum qualifications required for paid on-call firefighters
- I respect authority and my peers, and am able to operate within a team
- I am able to respond to emergency calls at unexpected times
- I can work for extended periods of time under difficult and strenuous conditions
- I am able to work from heights and in confined spaces, and am able to maneuver with limited or no visibility
- I am comfortable using different hand/power tools and technical equipment
- I am able to follow and carry out complex oral and written instructions
- I am aware of the impacts this opportunity will have on my family, and am prepared to accept those impacts
- I have a support system in place for debriefing and stress relief
- I can disengage from emotional suffering, tragedy or loss of life in order to complete essential job tasks
- I am prepared to maintain a level of professionalism on and off duty
- I make ethical and responsible choices and actions
- I treat all people with respect, dignity and professionalism regardless of race, creed, gender or beliefs
- I am able to and do take steps to maintain a positive attitude
- I am able to motivate myself and others
- I am committed to life-long learning



APPLICATION PROCESS

The application process for the Leduc County Fire Services has been broken down into steps. The candidates will be evaluated in order to continue forward to the next step.

Step 1 – Submit application

Step 2 – Information session and station tour (optional)

Step 3 – Interviews

Step 4 – Practical physical agility test

Step 5 – Reference checks

Step 6 – Job offer

Step 7 – Orientation

Step 8 – Recruit training

Step 1 – Submit application

The application (enclosed or online at leduc-county.com/recruitment) provides Leduc County Fire Services with information on the applicant's education, relevant training, work experience and current references. If the applicant intends to respond to calls from his/her workplace, employer consent is required.

Further, it is recommended that the applicant include a current driver's abstract alongside his/her application; if not provided at this stage, the applicant must bring his/her driver's abstract to the interview. A driver's abstract is available from any vehicle registry office; the driver's abstract must detail no more than seven demerits.

Applications will be reviewed by Leduc County Fire Services and a pool of candidates will be selected to proceed.

Note: If you are found to have falsified or intentionally misrepresented your credentials, your application file will be permanently closed and no future applications will be accepted from you.

Step 2 – Information session and station tour (optional)

Applicants are encouraged to attend a station tour and/or information session and are invited to contact Erica Hussey, human relations coordinator, at erica@leduc-county.com to make arrangements.



Step 3 –Interviews

Applicants that have been chosen for an interview will be contacted; applicants are required to bring the following items to his/her interview:

- driver's abstract (if not submitted with your application)
- current criminal record check (vulnerable sector), available from local police detachment
- current copy of your resume (optional)
- any certificates and/or licenses you mentioned in your application

Note: Failure to bring the above items to the interview can result in cancellation of the interview.

Step 4 –Practical physical agility test

Applicants are required to participate in and successfully complete a practical physical agility test administered by Leduc County Fire Services. The practical physical agility test evaluates an applicant's ability to perform basic firefighting tasks. The following tests will be completed while wearing standard gear (to be provided):

- Carry two five-gallon pails (roughly 50 pounds each) roughly 70 feet in both directions
- Drag two lengths of dry 65-millimetre hose 50 feet
- Climb and descend hose tower ladder
- Hoist and lower a 50-pound hose roll 31 feet in the air; control must be maintained throughout test
- Go through a maze while wearing a black-out face mask

Disclaimer

Before beginning any exercise routine or aerobic fitness evaluation, it is essential you have an awareness of your ability to partake in physical activity. You are encouraged to review the Get Active Questionnaire developed by the Canadian Society for Exercise Physiology, which will help you decide whether or not to talk to a doctor before becoming more physically active; the form can be found at csep.ca/en/publications/get-active-questionnaire. Further, Leduc County Fire Services encourages you to consult your physician to determine if you are physically able to perform essential, entry-level firefighter job tasks.

To aid your physician in understanding the job tasks, a copy of the NFPA 1582 standard from the National Fire Protection Association can be found at nfpa.org. Please do not submit any medical information with your application.

Step 5 –Reference checks

Applicants are required to provide the names and contact information for three references, including one recent employment reference (current employer preferred), on his/her application. At this stage of the process, Leduc County Fire Services' human relations coordinator will contact references for feedback.

Step 6 – Job offer

Following a successful interview, practical physical agility test and reference checks, successful applicants will be selected to enroll in recruit training.



Step 7 – Orientation

Successful applicants must attend an orientation session, in which the applicant will receive the following:

- an overview of Leduc County Fire Services
- an overview of Leduc County and Leduc County Fire Services policies and performance standards
- an overview of Occupational Health and Safety
- sizing for personal protective equipment

The orientation session is the official start of the one-year probationary period with the Leduc County Fire Services.

Step 8 – Recruit training

If you are accepted as a paid on-call firefighter recruit, you will complete a 12-week, 96-hour training program, which includes both theory and practical learning. At the end of the 12-week program, there will be a theory-based exam and a physical agility reassessment. Candidates failing to meet training standards may be released.



Training and evaluation

During the one-year probationary period, recruits will undergo extensive training and evaluation to determine suitability. In order to successfully complete probation and become a non-probationary paid on-call firefighter, the recruit must complete the following:

- **Basic firefighter training:** NFPA 1001 Level I Skills is a 96-hour course that will introduce the probationary paid on-call firefighter to the basic skills required to respond to a variety of emergency calls.
- **First responder medical training:** the first responder medical training program is a 38-hour basic medical training course for first responders; classroom and practical skills are covered.
- **Vehicle and machinery extrication:** the vehicle and machinery extrication training program is a 38-hour course that trains the recruit to an operational level.
- **NFPA 472 Awareness:** the NFPA 472 Awareness course is 32 hours and trains the recruit on how he/she can protect themselves, initiate proper response and secure an area when facing hazardous materials.
- **Fire Attack:** the Fire Attack course is a 19-hour course that introduces recruits to fire behaviour, strategies and tactics
- **Resource One Firefighter I:** The Firefighter I training program is a 40-hour online course that further develops the recruits' skills.
- **Attendance to alarms:** the probationary paid on-call firefighter must maintain above-average attendance to alarms.
- **Attendance to drill training and maintenance:** the probationary paid on-call firefighter must maintain above-average attendance to drill training and maintenance nights; paid on-call firefighters are expected to join a maintenance program.
- **Performance evaluation:** the probationary paid on-call firefighter will undergo quarterly evaluations. At the end of the probationary period, the probationary paid on-call firefighter must receive a positive review/assessment of his/her performance in order to advance to the next firefighter status level.



FREQUENTLY ASKED QUESTIONS

Are paid on-call firefighters compensated?

Paid on-call firefighters are compensated on an hourly basis for attending weekly training, attending maintenance nights and responding to emergency calls. Paid on-call firefighters receive a minimum of three hours' compensation for each weekly training session and maintenance night attended and a minimum of two hours' compensation for each emergency call attended.

What is the cost of the required training?

Required training for paid on-call firefighters is provided at no personal financial cost.

How much will I have to pay for my protective gear, equipment and uniforms?

Leduc County provides all gear, equipment and uniforms at no charge to the paid on-call firefighter. It is expected that all gear, equipment and uniforms are cared for in a standardized fashion. Upon resignation as a paid on-call firefighter, staff are required to return all issued gear, equipment and uniforms.

What is the time commitment to become a paid on-call firefighter?

In addition to responding to emergency calls, each member is expected to attend training sessions one evening per week. Advanced training opportunities are also available to each member.

I have prior fire/rescue training and experience. Will this count towards Leduc County's training requirements?

In most cases, prior training can be used to meet Leduc County's training requirements. Credit for past training depends on how current the training is, if it is a recognized certification and if the applicant can pass the training challenge examinations.

How can I determine if a medical condition I have makes me ineligible for hire?

You are encouraged to review the Get Active Questionnaire developed by the Canadian Society for Exercise Physiology, which will help you decide whether or not to talk to a doctor before becoming more physically active; the form can be found at csep.ca/en/publications/get-active-questionnaire. Further, Leduc County Fire Services encourages you to consult your physician to determine if you are physically able to perform essential, entry-level firefighter job tasks.

To aid your physician in understanding the job tasks, a copy of the NFPA 1582 standard from the National Fire Protection Association can be found at nfpa.org. Please do not submit any medical information with your application.



PAID ON-CALL FIREFIGHTER APPLICATION FORM

Personal information				
First name		Last name		Date of birth (MMM/DD/YYYY)
Street address		City/town	Postal code	Province
Mailing address (if different from above)		City/town	Postal code	Province
Primary phone number	Additional phone number		Email address	
Do you live within 19kms of a Leduc County Fire Services station (Calmar, Nisku, New Sarepta or Thorsby)? (circle one)				Yes No
Highest level of education (circle one)	High school Some college/university Professional/trade certificate Diploma Degree			
Employment information				
Employer		Occupation		
Street address	City/town	Postal code	Province	
Do you work within 19kms of a Leduc County Fire Services station (Calmar, Nisku, New Sarepta or Thorsby)? (circle one)				Yes No
If yes to the above question, would your present employer allow you to respond to emergencies during work? (circle one)				Yes No
Supervisor's full name		Supervisor's phone number and/or email		
Work schedule (circle one)	Full time (days) Full time (nights) Part time (days) Part time (nights) Shift work			
Are you legally entitled to work in Canada? (circle one)				Yes No
General information				
Do you have any previous experience as a firefighter? (circle one)				Yes No
If yes, please indicate with which department and years you served:		Department	Years served	
Please detail any firefighter, first aid or related courses you have successfully completed:				
Please tell us why you would like to become a paid on-call firefighter with Leduc County Fire Services:				
Please list any physical activity you regularly participate in to keep yourself in good physical condition:				
Employer reference				
	Name	Relationship	Years worked for	Phone number
1.				
Personal references				
	Name	Relationship	Years known	Phone number
2.				
3.				
How did you hear about fire recruitment?				
Have you enclosed a copy of your driver's abstract? A driver's abstract is required by all applicants selected for an interview; failure to provide a driver's abstract could result in the cancellation of the interview.				Yes No

Completed applications can be dropped off at or mailed to 606 21 Ave. | Nisku, AB | T9E 7Y1 or emailed to erica@leduc-county.com