

# Cowichan Bay Volunteer Fire Rescue

## Probationary Candidate Check List

### Fire Department Copy

- 1) **Applicant;** Please fill in the first 3 highlighted blocks.
- 2) **Fire Department Member;** Please sign and date, then remove this page from the application package and forward it to the Recruiting Committee. Please also review the package with the applicant.

Applicant		Firefighter/Officer
Applicant Name		
Contact Phone Number		
Date Application Picked Up		
<b>Date</b>		
Criminal Record Check Recieved		
Medical Received		
Drivers Abstract Received		
Application Received		
<b>Above items must be completed prior to interview process</b>		
Interview Date		
Fitness Date and Result		
Two Practices Attended		
Duty Crew Attended		
<b>Above items must be completed prior to Acceptance Vote</b>		
Acceptance Vote		
Membership Start Date		

**This Page Left Blank**

# Cowichan Bay Volunteer Fire Rescue

## Application for Membership

### PERSONAL INFORMATION

Applicants Name (Surname, Given Names)	
Date of Birth	
Home Address	
Mailing Address (If different from above)	
Phone Number	
Cell Number	
Years Living in Cowichan Bay	
Emergency Contact Info	Name
	Relationship
	Phone Numbers
SIN (optional)	

### EMPLOYMENT INFORMATION

Employer	
Years with Employer	
Occupation Title	
Shift Worker ?	
Will your employer allow you to leave work to attend emergency calls?	

**DRIVING INFORMATION**

Drivers License Number	
Classification	
Restrictions?	
Corrective Lens ?	
Air Brake Endorsement?	
Do you routinely drive large trucks (5 ton +) or Equipment?	

All successful applicants will be required to obtain a class 3 drivers license with air brake endorsement within the first 6 months of their probationary year. This however is not applicable for Junior applicants who currently possess a class 7 drivers license.

**OTHER INFORMATION**

Do you have any previous Firefighting experience? If so, explain
Why do you wish to become a Firefighter?
Do you have any first aid training? If so, provide details
Would you be interested in becoming an EMA First Responder? (Fire Service First Aid Provider)
Do you usually wear a beard or long side burns?
If you answered yes to above question, are you prepared to remove your beard / side burns in order to comply with Worksafe BC regulations?
Are you aware of any Medical Conditions, Phobia's, Illnesses or Physical restrictions that may affect your

ability to perform as a Firefighter?
Have you spoken to your family members (if applicable) regarding your application to the Fire Department?
Are you prepared to undergo a 12 month probationary period, at the end of which you may or may not be accepted as a Firefighter?
Are you prepared to undergo a medical examination, at your own expense, to determine your physical capability to perform as a Firefighter?
Are you willing to consent to a criminal record history check?
Are you willing to consent to an annual review of your drivers record?
Are you able to give of your time over and above Monday night practice and Duty weekends for extra training and public events?

**OBLIGATIONS**

Fire Practice – Monday Nights: 6:45pm – 9:00pm
Duty Weekends – 1 out of every 4 weekends (Available to respond 6:00pm Friday – 8:00am Monday)
Duty Crew – On your Duty Weekend, Sunday: 9:00am – 11:00am (approx.)
Carry Emergency Call Out Pager 24/7

Applicant Signature	Date

Parent/Guardian Name & Relationship	Parent/Guardian Signature (if applicant is under 18 years old)

Interviewed by;

**This Page Left Blank**

# Cowichan Bay Volunteer Fire Rescue

## **Probationary Firefighter Candidate Handout**

Thank you for your recent interest in joining our team. This handout is designed to provide you with some information regarding the probationary firefighter hiring process.

### **The Application:**

You will be asked to complete an application that will provide us with information about you, your current employment, previous experience, etc...

At this stage you will also be required to complete;

- 1) A criminal record check through the RCMP. This form must be completed and taken into your local RCMP detachment personally. They will complete the search and choose either to return the forms directly to us, or have you pick them up. There should be no cost as it is for a Volunteer Organization.
- 2) A medical review by your family doctor to ensure that you are physically fit to perform the fitness evaluation test, as well as perform the duties required as a Fire Fighter.
- 3) A current drivers abstract must be supplied.

Applicants will be screened according to Cowichan Bay Fire Rescue operating guidelines and operational requirements (Residing within the Cowichan Bay Improvement District, possess a valid Driver License)

### **The Interview:**

After completing the application process, successful applicants will be invited to an interview. The interview will be conducted by a minimum of 3 members of the Cowichan Bay Fire Rescue, including the hiring committee chairperson and a minimum of 1 Officer and 1 Firefighter.

The interview process should take approximately 30 minutes and is designed to review the information provided on your application, review your current employment and outside obligations as well as provide you with some information regarding expectations and commitments to the fire department. This is also an opportunity to answer any questions you may have for us.

### **The Fitness Assessment:**

Following satisfactory completion of the interview, candidates will be scheduled for a physical fitness assessment. You will be evaluated on your ability to complete physically demanding tasks. Attached is an outline of the physical fitness assessment.

### **Introduction to Members:**

After successfully completing the Fitness Assessment, you will be invited to attend two regular training sessions (Monday Night Fire Practice) and one weekly equipment check and hall maintenance routine (Sunday Morning Duty Crew). This is designed to provide you with a chance to meet some of our members, see what goes on and gain an understanding of the commitments and expectations. The other function is to allow our members a chance to meet and evaluate the attitude and aptitude probationary candidates.

### **The Vote:**

The final step in the hiring process is a vote of acceptance by the membership of the Cowichan Bay Fire Rescue. Successful candidates will be contacted with a start date.

# **Fitness Assessment Test**

**This test will be conducted wearing a firefighters "Turn Out" coat and a Self Contained Breathing Apparatus (no mask).**

## **1. High Volume Hose Pull**

You will pull a bundle of hose weighing approximately 100 lbs a distance of 50' (over the line) on a smooth concrete floor using a rope. You will then walk 50' and repeat the task. During this test, you must stand still and pull the hose bundle towards you using 16 mm (5/8") rope. This test assesses upper body strength, power, and endurance. You will then walk 60' to the next station.

## **2. Charged Hose Advance**

You will drag a charged (full of water) 1 3/4" hose a distance of 80'. Three 50' lengths of hose are "snaked" behind the starting line. The nozzle is held over the shoulder and you advance the nozzle 80' (over the line, running is not permitted). This test assesses lower body strength and power. You will then walk 60' to the next station.

## **3. Forcible Entry Simulation**

You will use an 8 lb "dead blow" sledge hammer to move a slide weight (150 lbs) a distance of 24". This test assesses muscle strength, power and endurance, particularly in the upper body. You will then walk 25', turn around a traffic cone and walk another 25' to the next station.

## **4. Ladder Climb**

You will climb a 24' ladder to the 10<sup>th</sup> rung and return to the floor. Both Feet must touch the 10<sup>th</sup> rung and must touch the ground. This task will be repeated four times. This test assesses muscle strength, endurance, and anaerobic capacity. You will then walk 50' to the next station.

## **5. Equipment Carry**

You will carry a 40 lbs vehicle extrication tools (the "Jaws of Life") a total distance of 100'. You will carry the tool and walk for 50', turn around a traffic cone and return to the start line. This test is designed to evaluate the strength and endurance required to lift & carry heavy tools in rescue situations. You will then walk 50' to the next station.

## **6. Victim Drag**

You will drag a mannequin weighing 165 lbs a total distance of 100'. The test starts with the mannequin lying "face-up" on the floor. You will lift or drag the mannequin and walk backwards for 50', turn around a traffic cone and return to the start line. This test assesses muscle strength and endurance. When the mannequin's feet cross the finish line, the test is complete.



# Cowichan Bay Fire Rescue Applicant Checklist:

Please ensure that you have completed and included all the necessary documentation to accompany your application.

<b>Document / Requirement:</b>	<b>Completed:</b>	<b>Notes:</b>
Application for Membership		Only the application for membership portion of this package needs to be completed and returned. The remainder of this package is to be kept for you your information.
Criminal Record Check		To be applied for at your local RCMP Detachment (Duncan or Shawnigan Lake). There should be no charge for this service, as it is for a Volunteer service. This form will most likely be completed and returned directly to the Cowichan Bay Fire Rescue by the RCMP.
Medical Check		To be completed by your family doctor. This is to ensure that there are not medical or physical limitations that could affect your ability to perform the rigorous duties of a firefighter.
Drivers Abstract		Available free of charge from the BC Access Center. This is to confirm that you BC Drivers license is current and valid.

**This Page Left Blank**

## MEDICAL CLEARANCE FORM

**Applicant:** \_\_\_\_\_ (Please print)

### **Purpose:**

The purpose of this document is to ensure that the person named above (applicant) is medically fit to undertake the duties of a firefighter as well as undergo the Fitness Assessment Test. A summary of the physical demands that may be encountered, are provided below.

### **Summary of Physical Demands:**

1. Tolerating extreme fluctuations in temperature while performing duties. Firefighters are required to perform physically demanding work in hot (up to 150°C or 400°F), humid (up to 100%) atmospheres while wearing personal protective equipment that significantly impairs thermoregulation.<sup>1</sup> (Core body temperatures can reach up to 40°C after 20 min of hard work).
2. Wearing firefighting clothing and equipment that weighs at least 22 kg (50 lb) while performing firefighting work.
3. Performing physically demanding work while wearing positive pressure self-contained breathing apparatus (SCBA) which presents a significant resistance to expiratory flow and may reduce peak exercise ventilation by approximately 15%.
4. Making rapid transitions from rest to near maximal exertion without warm-up periods.
5. Operating in environments of high noise, poor visibility, limited mobility; at heights; and, in enclosed or confined spaces.
6. Using hose, ladders, and manual or power tools that weigh up to 45 kg (100 lb).
7. High levels of energy expenditure that are estimated to average approximately 8-10 METS and may exceed 12 METS. Completion of Stage 3 of the Bruce treadmill protocol (3.4 mph and 14% grade) or running at 6.0 mph on level ground is equivalent to about 10 METS.
8. High levels of cardiovascular stress as evidenced by average heart rates of 70% of the age-predicted maximum during training scenarios with brief, repeated periods of near maximal heart rate (90+%).

### **Summary of Fitness Assessment Test;**

This test will be conducted wearing a firefighters "Turn Out" coat and a Self Contained Breathing Apparatus (no mask).

#### 1. High Volume Hose Pull

You will pull a bundle of hose weighing approximately 100 lbs a distance of 50' (over the line) on a smooth concrete floor using a rope. You will then walk 50' and repeat the task. During this test, you must stand still and pull the hose bundle towards you using 16 mm (5/8") rope. This test assesses upper body strength, power, and endurance. You will then walk 60' to the next station.

#### 2. Charged Hose Advance

You will drag a charged (full of water) 1 3/4" hose a distance of 80'. Three 50' lengths of hose are "snaked" behind the starting line. The nozzle is held over the shoulder and you advance the nozzle 80' (over the line, running is not permitted). This test assesses lower body strength and power. You will then walk 60' to the next station.

### 3. Forcible Entry Simulation

You will use an 8 lb "dead blow" sledge hammer to move a slide weight (150 lbs) a distance of 24". This test assesses muscle strength, power and endurance, particularly in the upper body. You will then walk 25', turn around a traffic cone and walk another 25' to the next station.

### 4. Ladder Climb

You will climb a 24' ladder to the 10<sup>th</sup> rung and return to the floor. Both Feet must touch the 10<sup>th</sup> rung and must touch the ground. This task will be repeated four times. This test assesses muscle strength, endurance, and anaerobic capacity. You will then walk 50' to the next station.

### 5. Equipment Carry

You will carry a 40 lbs vehicle extrication tools (the "Jaws of Life") a total distance of 100'. You will carry the tool and walk for 50', turn around a traffic cone and return to the start line. This test is designed to evaluate the strength and endurance required to lift & carry heavy tools in rescue situations. You will then walk 50' to the next station.

### 6. Victim Drag

You will drag a mannequin weighing 165 lbs a total distance of 100'. The test starts with the mannequin lying "face-up" on the floor. You will lift or drag the mannequin and walk backwards for 50', turn around a traffic cone and return to the start line. This test assesses muscle strength and endurance. When the mannequin's feet cross the finish line, the test is complete.

### **Medical Clearance**

I have examined \_\_\_\_\_ and am satisfied that this individual is medically fit to participate in the fire training activities described above.

Physician's name	
Address	
Telephone	
Physician's signature	
Date	



# COWICHAN BAY VOLUNTEER FIRE RESCUE

4461 Trans Canada Hwy, Cowichan Bay, BC V0R 1N0  
Phone: 250-743-7111 Fax: 250-743-7113 Cell: 250-701-2948  
[www.cbvfr.com](http://www.cbvfr.com) [www.facebook.com/CBVFR](https://www.facebook.com/CBVFR) [info@cbvfr.com](mailto:info@cbvfr.com)

Ref: RCMP Criminal Record Check

Applicants Name: \_\_\_\_\_

Dear Sir or Ma-am,

We are requesting that a criminal record check be performed on the applicant listed above. Please find attached a completed RCMP GRC 3584e form. The form once completed, can be returned to the applicant in a sealed envelope.

As per your request, Cowichan Bay Fire Rescue is a 100% volunteer organization and its members are not fulltime or paid on call, as such no compensation is paid to our Members.

Steve McCaffery  
Lieutenant  
Recruiting Committee  
250-743-7111 Office

**This Page Left Blank**



---

## IMPORTANT INSTRUCTIONS

---

These instructions are intended to help you obtain the information you require from the RCMP.

Please follow them carefully.

1. Print clearly if you complete this form by hand.
2. Sign this form before returning it.
- 3. DO NOT SEND THIS FORM BY E-MAIL.**



## CRIMINAL RECORDS - CONSENT FOR CHECK FOR A SEXUAL OFFENCE FOR WHICH A PARDON HAS BEEN GRANTED OR ISSUED

This form is to be used by a person applying for a position with a person or organization responsible for the well-being of one or more children or vulnerable persons, if the position is a position of authority or trust relative to those children or vulnerable persons and the applicant wishes to consent to a search being made in criminal conviction records to determine if the applicant has been convicted of a sexual offence listed in the schedule to the *Criminal Records Act* and has been pardoned.

Identification of the Applicant			
Surname		Given Name(s)	
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (yyyy-mm-dd)	Place of Birth (city and province)	
Home Address		City	Province
Postal Code			
Previous addresses, if any, within the last 5 years			

Reason for the Consent
------------------------

I am an applicant for a paid or volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable persons.

Description of the paid or volunteer position	Name of the person or organization
---	------------------------------------

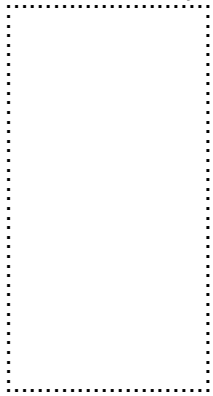
Details regarding the children or vulnerable person(s)

Consent
---------

I, \_\_\_\_\_ consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted or issued a pardon for, any of the sexual offences that are listed in the schedule to the *Criminal Records Act*.

**Fingerprint: For card scan submissions only.**

I understand that, as a result of giving this consent, a search discloses that there is a record of my conviction for one of the sexual offences listed in the schedule to the *Criminal Records Act* in respect of which a pardon was granted or issued, that record shall be provided by the Commissioner of the Royal Canadian Mounted Police to the Minister of Public Safety, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.



Contributing Agency	
Signature of Applicant	Date (yyyy-mm-dd)

Finger: \_\_\_\_\_





Royal Canadian Mounted Police    Gendarmerie royale du Canada

---

## IMPORTANT INSTRUCTIONS

---

These instructions are intended to help you obtain the information you require from the RCMP.

Please follow them carefully.

1. Print clearly if you complete this form by hand.
2. Sign this form before returning it.
3. Set the print properties to "Legal" and load printer with 14 inch paper.
4. **DO NOT SEND THIS FORM BY E-MAIL.**



## CONSENT FOR DISCLOSURE OF CRIMINAL RECORD INFORMATION

**PART 1**

IF COMPLETED MANUALLY, PLEASE PRINT

Surname		Given name (1)		Given name (2)		Sex <input type="checkbox"/> M <input type="checkbox"/> F		Tel. no. (incl. area code)	
Address (no., street, apt.)			City		Province		Postal code		
Date of birth (yyyy-mm-d)		Place of birth		Driver's licence no.		Usual first name or alias		Maiden name/Any other Surname	
Previous address if less than 5 years at current address Address (no., street, apt.)			City		Province		Postal code		

**PART 2**

Pursuant to Section 8(1) of the Privacy Act of Canada, I hereby authorize the Royal Canadian Mounted Police to disclose my personal information to:

Full name		Title		Name of organization				
Address (no., street, apt.)			City		Province		Postal code	

**PART 3**

**WAIVER AND RELEASE:**  
I hereby release and forever discharge Her Majesty the Queen in Right of Canada, the Royal Canadian Mounted Police, their members, employees, agents and assigns from any and all actions, causes of actions, claims and demands for damages, loss or injury, which may hereafter be sustained by myself, howsoever arising out of the above authorized disclosure of information and waive all rights thereto.

**PART 4**

This consent is valid for a period of three months from the date of signature.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ Signature of applicant \_\_\_\_\_

**PART 5**

Following is information contained in the records of the RCMP or records from other police forces accessible through computer queries and is based on a name and date of birth check only. **\*\*A record may or may not exist** for the subject of this inquiry, positive identification and a certified criminal records check can only be obtained through a fingerprint check. This can be made with the submission of a complete set of fingerprints to:

**INFORMATION AND IDENTIFICATION SERVICES**  
CANADIAN CRIMINAL RECORD INFORMATION SERVICES  
1200 Vanier Parkway  
OTTAWA, ONTARIO K1A 0R2

**YOUNG OFFENDER INFORMATION** - The Youth Criminal Justice Act/Young Offenders Act make it an offence to disclose young offender information. In cases where an adult's record contains young offender information or a young offender requests a copy of his/her criminal record, the criminal record information **MUST** be given to the requester. Individuals can disclose their own information, but even with consent the RCMP are not legally permitted to disclose young offender information.

**INSTRUCTION TO REQUESTERS:** The following section contains varying degrees of police information.

- Confirm with the party identified in PART 2, the exact information they require.
- Choose the category which best symbolizes the information you are providing consent for the RCMP to disclose and place your initials in the appropriate INITIALS box.
- The party identified in PART 2 will be advised accordingly of negative checks.
- Checks resulting in possible "hits" for information identified in categories 1, 2 or 3 will require confirmation by the submission of fingerprints.
- You will be required to confirm that information located through the checks stipulated in category 4, is your personal information.
- You may withdraw this consent prior to disclosure.

No.	Initials	Category of Information for Disclosure	FOR POLICE USE ONLY
1.		Records of criminal convictions found in the Identification Data Bank attainable through the Canadian Police Information Centre (CPIC) for which a pardon has not been granted.  RCMP: Make CPIC Criminal Record "LEVEL 1" Query ONLY.	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not exist
2.		Records of criminal convictions attainable through CPIC for which a pardon has not been granted plus records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC.  RCMP: Make CPIC Criminal Record "LEVEL 1" Query AND a Persons CPIC Query.	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not exist
3.		Records of criminal convictions and summary of police information (including records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC) attainable through CPIC for which a pardon has not been granted plus records of discharges which have not been removed from the Identification Data Bank in accordance with the Criminal Records Act. This will include all charges regardless of disposition.  RCMP: Make CPIC Criminal Record "LEVEL 2" Query AND a Persons CPIC Query.	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not exist
4.		Police information located on computer systems (e.g. Police Information Retrieval System (PIRS), CPIC, PROS, PRIME, LEIP) and information located through local police indices checks. This will include all information related to non convictions and all charges regardless of disposition.  RCMP: Make Persons Queries on PIRS, CPIC, PROS, PRIME and LEIP. In view of the general nature of this information, confirm with requester this is in fact information pertaining to him/her. Requesters <b>MUST</b> confirm information which pertains to them prior to disclosure. If a discrepancy exists, do not disclose this information.	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not exist

**COMPLETED BY**

Member (signature)	Reg. no.	Unit	Date
--------------------	----------	------	------