

# 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.

| <b>Applicant</b>   |  | <b>Firefighter/Officer</b> |
|--|--|----------------------------|
| Applicant Name   |  |                            |
| Contact Phone Number   |  |                            |
| Date Application Picked Up   |  |                            |
| <b>Date</b>  |  |                            |
| Criminal Record Check Received   |  |                            |
| Medical Received   |  |                            |
| Drivers Abstract Received<br><i>(For members who possess a Class 7 or higher.)</i> |  |                            |
| 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  |  |                            |

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# Cowichan Bay Volunteer Fire Rescue

## Application for Membership

### PERSONAL INFORMATION

|  |  |
|--|--|
| Applicants Name<br>(Surname, Given Names)    |  |
| Home Address                                 |  |
| Mailing Address<br>(If different from above) |  |
| Phone Number                                 |  |
| Cell Phone Number                            |  |
| Years Living in<br>Cowichan Bay              |  |

### EMPLOYMENT INFORMATION

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

### DRIVING INFORMATION

|   |  |
|---|--|
| Classification  |  |
| Restrictions?   |  |
| Corrective Lens?  |  |
| Air Brake Endorsement?  |  |
| Do you routinely drive<br>large trucks (5 ton +) or<br>Equipment? |  |

*As per Operational Guideline 5.01.08, any member with a Class 5 Drivers License upon completion of the Probationary Program shall obtain a Class 3 with air within 9 months from the conclusion of the Probationary Program. Any member with a Class 7 or Class 7L upon completion of the Probationary Program shall follow the time table set out in the Operational Guideline.*

**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 the previous question, are you prepared to remove your beard / side burns in order to comply with WorkSafeBC 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 applicant is under 18 years of age) 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 driver's record?

Are you able to give of your time over and above Monday night practice and Duty weekends for extra training and public events?

**REFERENCES**

| <b>Personal Reference</b> | <b>Work Reference</b> |
|---------------------------|-----------------------|
| Name:                     | Name:                 |
| Phone:                    | Phone:                |

**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, attend at the Fire Hall - Sunday: 9:00am – 11:00am (approx.) |
| Carry Emergency Call Out Pager 24/7  |

|  |   |
|--|---|
|  |   |
| <b>Applicant Signature</b>                     | <b>Date</b>   |
|  |   |
| <b>Parent/Guardian Name &amp; Relationship</b> | <b>Parent/Guardian Signature (if applicant is under 18 years old)</b> |

|                        |
|------------------------|
| <b>Interviewed by;</b> |
|                        |
|                        |

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# 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.

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### **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.

Note: **This assessment is not a PASS / FAIL and is used simply to establish a baseline for your physical abilities.**

### **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 probationary candidates.

### **The Vote:**

The final step in the hiring process is a vote of acceptance by the officers 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 firefighter "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 10th 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.  |
| Driver's Abstract              |                   | Available free of charge from the BC Access Center. This is to confirm that you BC Driver's license is current and valid.  |

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## 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.1 (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;**

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### **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                  |  |