



Coombs - Hilliers Volunteer Fire Department Recruitment Application Package



OVERVIEW

PROFILE

The Coombs-Hilliers Volunteer Fire Department (Fire Department) operates from two stations, one in Hilliers (3241 Alberni Hwy) and one in the heart of Coombs (992 Ford Road). We provide fire, rescue and medical assistance throughout the Coombs-Hilliers Fire Protection Area. The Fire Department is a combination of three career staff and 21 paid on-call members.

MISSION

To fight fires, prevent fires, protect persons and property and effect rescue.

OPERATIONS

The Coombs Hilliers Volunteer Fire Department responds to approximately 300 calls of service each year, ranging from structure fires, motor vehicle accidents, road rescue, medical assistance, bush fires and mutual aid, to burning complaints and reports of hazardous situations.

FIREFIGHTERS

Firefighting is a skilled position entailing the combating, extinguishing and prevention of fires and the saving of life and property. A firefighter is responsible for rapidly and efficiently performing various duties under emergency conditions, frequently including considerable hazards. While specific orders and directions are received from an officer in the normal course of duties, considerable independence of judgment and action is required in circumstances of extreme urgency where referral to a supervisor for instruction is not possible. Ongoing performance and conduct reviews are carried out by the officers.

EXAMPLES OF WORK PERFORMED

- Responds to fires, rescues and medical aid, lays and connects hose, holds nozzles and directs water streams, raises and climbs ladders, uses extinguishers, bars, hooks, ropes and other equipment.
- Receives and records telephone calls and assists in dispatching apparatus and equipment.
- Removes persons from dangers and administers first aid to the injured persons.
- Ventilates fire to release heat, smoke and toxic gases, places salvage covers to minimize water damage and prevents fire from rekindling.
- Drives and operates motor driven firefighting equipment and apparatus.
- Performs various maintenance and related works as requested.

TRAINING

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A comprehensive training program adhering to industry standards and best practices is used. This is to ensure all members of the Fire Department have the skills, knowledge and abilities to provide the highest level of service to deliver fire and emergency first aid service to the residents and visitors of Coombs Hilliers.

TRAINING - RECRUITS AND PROBATIONARY FIREFIGHTERS

All volunteers entering the Fire Department, regardless of prior training or experience, must complete a recruit training program lead by the Fire Department. The recruit training program is typically about one year in duration, although this may be shortened in cases where prior experience can be demonstrated. Recruit firefighters are enrolled in the Provincial Firefighter Certification Program. During the recruit training program, recruits are expected to maintain attendance as close to 100 per cent as possible. In addition to weekly practices, recruits will be scheduled to attend alternate evening training sessions (and sometimes one weekend per month) over the duration of the recruit training program.

TRAINING - REGULAR FIREFIGHTERS

Members are expected to attend a minimum of 75 per cent of weekly practices each year. During weekly practices, all aspects of fire and rescue evolutions are reviewed through lessons delivered by fire department trainers. Extra training sessions are provided and include live fire training, advance hazardous material and rescue training, along with many other subjects. Individuals who have the desire to increase their skills are provided with the opportunity for advanced training in subjects such as hazardous materials, auto extrication, confined space rescue, fire service instruction, public education and more.

APPLICATION PACKAGE

MINIMUM QUALIFICATIONS

- Completion of Grade 12 or equivalency certificate
- Satisfactory vision (must meet the Class 3 standard as set by ICBC)
- Physically fit
- Class 5 British Columbia driver's license
- Safe driving record (more than six points is undesirable)
- Effective written and verbal communication
- A satisfactory criminal record check

DESIRABLE QUALIFICATIONS

- Class 3 driver's license
- Air brake endorsement
- Familiar with two-way radio communications/radio operator's license
- Familiar with building construction
- Familiar with the operation of heavy equipment
- Post-secondary education
- Volunteer community work
- Previous firefighter experience

SUBMISSION OF APPLICATION

Candidates must submit:

- A complete and accurate Fire Department application

Candidates must be prepared to submit upon request:

- A photocopy of all relevant certificates and licenses
- A recent copy of their driver's abstract from ICBC
- A recent copy of their criminal record check from the local RCMP detachment

Applications may be submitted by email to CHVFD@rdn.bc.ca or in person at the Coombs-Hilliers #2 Fire Hall at 3241 Alberni Hwy, Qualicum Beach.

APPLICATION PACKAGE

Volunteer Paid On-Call Firefighter – Application

Part 1: Personal Information			
Last Name	First Name	Preferred Pronoun	Date of Birth
Street Address	City	Province	Postal Code
Email Address			
Phone No.(home)	Phone No.(cell)	Phone No. (work)	
Emergency Contact Name	Relationship	Emergency Contact Phone No.	

Part 2: Employer Information		
Current Employer	Current Employer Phone No.	Job Title
Previous Employer	Previous Employer Phone No.	Job Title
Previous Employer	Previous Employer Phone No.	Job Title
Previous employment experience: (describe)		
May we contact your current/previous employer?		
Is your current job inside of the Coombs Hilliers area?		

<p>Would your employer allow you to respond to emergency calls during working hours?</p>	
<p>What are your regular hours of work?</p>	
<p>If accepted by the Fire Department, you are required to attend evening practices once per week all year round, (7 -9 p.m.).</p> <p>Also, as a recruit there are additional weekly training nights to be scheduled in the first three months. Can you meet these requirements?</p>	
<p>Are you regularly available on weeknights?</p>	
<p>Are you available on weekdays or weekends during the day or night? (Describe below)</p>	

<p>Part 3: Education and Volunteer Experience</p>	
<p>Education: Grade 12 or equivalent?</p> <p>(List additional education below)</p>	<p>Yes No</p>
<p>Current Volunteer Organization(s)? (Describe below)</p>	

Previous Volunteer Organization(s)? (Describe)

Previous military or police experience? (Describe Below)

Part 4: Skills / Qualifications

Drivers License:	Drivers License Class:	Drivers License Expiry:
Air Brake Certification:	Air Brake Expiration Date:	
First Aid Certification:	First Aid Certification Expiry:	
CPR C Certificate:	CPR C Certificate Expiry:	

Special Skills: Do you have any other special skill(s) which would be of value to the Fire Department (e.g. sports trades)? (Describe Below)

Part 5: Criminal Record Check

Have you ever been convicted of a criminal offence? Yes No

(If yes, please provide details below)

PLEASE NOTE: As part of the application process, you must provide a recent criminal record check along with this application. This may be obtained at the local RCMP detachment.

Part 6: Previous Volunteer / Career Firefighting Experience

Name of Fire Department:

Experience Type:

Length of Service:

NFPA Certifications:

May we contact your previous department for a reference?

Contact Name:

Contact Phone Number:

Part 7: Medical Information		
Cardiac Ailments?	Yes No	Details:
Hypertension?	Yes No	Details:
Allergic Reactions?	Yes No	Details:
Fear of Heights?	Yes No	Details:
Respiratory Ailments?	Yes No	Details:
Hearing Impairment?	Yes No	Details:
Fainting / Dizzy Spells?	Yes No	Details:
Infectious or Communicable Disease?	Yes No	Details:
<p>Do you have any physical and/or mental conditions or disabilities/special needs/allergies/medical conditions (describe below, if any)?:</p>		
<p>Do you have any other acute/chronic medical conditions that may affect your performance as a firefighter, expose others to risk or affect medical treatment in case of an injury? Yes No</p> <p>(If yes, please provide details below)</p>		
<p>Describe your fitness level:</p>		

Part 8: General Information

Please explain why you want to join the Fire Department:

How did you hear about the Coombs-Hilliers Volunteer Fire Department and the opportunity to become a firefighter?

(Check all that apply)

- News Paper Ad
- Online Ad
- Direct Mail
- Social Media (If so, which site?)
- Fire Department Member (If so, who?)
- Poster (If so, where?)
- Other (Please list)

Part 9: Applicant's Declaration

I, the undersigned, apply to enroll as a firefighter in the Fire Department. If accepted, I undertake to perform such duties as may be assigned to me by the Fire Chief, Officers or designate.

I certify that all statements made in this application are true and complete. I agree and understand that any misrepresentation of material facts herein will cause the rejection of my application, loss of all rights as a member of the Fire Department and termination as a member of the Fire Department.

I hereby give consent to the Fire Department to conduct verification of the information given.

Name (print)	Signature	Date

We thank all applicants for their interest, however, only those candidates selected for further consideration will be contacted.

SUBMIT APPLICATION BY ONE OF THE FOLLOWING METHODS:

EMAIL: CHVFD@rdn.bc.ca

IN PERSON: Coombs-Hilliers Volunteer Fire Department Station #2, 3241 Alberni Hwy

ON THIS FORM: Click the Submit Application Button below once your application is complete

Fire Hall hours are 8 a.m. to 4 p.m., Monday to Friday unless attending an incident or other duties.

Fire Hall phone: 250-752-2144