



**Coombs Hilliers Volunteer Fire Department
RECRUITMENT APPLICATION PACKAGE**

OVERVIEW

PROFILE

The Coombs Hilliers 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 Coombs Hilliers Fire Department is a combination career/paid-on-call service consisting of three career staff and 21 paid-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, as well as burning complaints and reports of hazardous situations.

FIREFIGHTERS

This 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 hazard. While specific orders and directions are received from an officer in the normal course of duties and in firefighting, considerable independence of judgment and action is allowed 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.

OVERVIEW

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.
- As assigned, 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.
- As assigned, drives and operates motor driven firefighting equipment and apparatus.
- Performs various maintenance and related works as requested.

TRAINING

In order to ensure that all members of the 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 first aid service to the citizens of Coombs Hilliers.

Recruits and Probationary Firefighters

All volunteers entering the Department, regardless of prior training or experience, must complete a Recruit Training program lead by the Department. The recruit training program is typically about one year in duration, although this may be abbreviated in cases where prior experience can be demonstrated. Recruit firefighters are also started in the Provincial Firefighter Certification Program. During the recruit training program, recruits are expected to maintain attendance as close to 100% as possible. In addition to weekly practices, recruits will be scheduled to attend alternate evening training sessions (and or 1 weekend per month) over the duration of the recruit training program.

Regular Firefighters

Members are expected to attend a minimum of 75% 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.

QUALIFICATIONS

MINIMUM QUALIFICATIONS

- Completion of Grade 12 or equivalency certificate
- Vision: To standards of Motor Vehicle Branch (Class 3 Std.)
- Physically fit
- Class 5 British Columbia Drivers License
- Safe driving record (more than 6 points is undesirable)
- Effective written and verbal communication

DESIRABLE QUALIFICATIONS

- Class 3 Drivers License
- Air Brake Endorsement
- Familiar with two-way radio communications/radio operators license
- Familiar with building construction
- Familiar with operation of heavy equipment
- Post secondary education
- Volunteer community work
- Previous Firefighter experience

SUBMISSION OF APPLICATION

- Candidates must submit:
- Fully completed Fire Department Application
- Please also have upon request the following:
- A photocopy of all relevant certificates and drivers licenses
- A copy of a motor vehicles (IBCB) drivers abstract
- A copy of a criminal records check from the local RCMP detachment

Applications may be submitted by email to coombsdata@shaw.ca or will be accepted at the Fire Hall: 3241 Alberni Hwy

APPLICATION PACKAGE

APPLICATION PACKAGE

Volunteer Paid On Call Firefighter

Part 1: Personal Information			
Last Name	First Name	Gender	Date of Birth
Street Address	City	Province	Postal Code
Email Address			
Phone No.(home)	Phone No.(cell)	Phone No. (work)	
Emergency Contact	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 normal job inside of the Coombs Hilliers area?		
Would your employer allow you to respond to emergency calls during working hours?		
What are your regular hours of work?		

APPLICATION PACKAGE

APPLICATION PACKAGE

Volunteer Paid On Call Firefighter

If accepted by the Fire Department, you are required to attend evening practices once per week all year round, (7:00 -9:00 pm). Also as a new recruit there are additional weekly training nights to be scheduled in the first three months. Can you meet this requirement?	
Are you regularly available on Weeknights?	
Are you available weekdays, weekend, other? (Describe)	

Part 3: Education and Volunteer Experience
Education: Grade 12 or equivalent? <input type="radio"/> Yes <input type="radio"/> No (List levels completed)
Current Volunteer Organization(s)? (describe)
Previous Volunteer Organization(s)? (Describe)
Previous military or police experience? (describe)

APPLICATION PACKAGE

APPLICATION PACKAGE

Volunteer Paid On Call Firefighter

Part 4: Skills / Qualifications		
Drivers License	Drivers License Class	Drivers License Expiry
Air Brake Certification:	Airbrake Expiration date:	
First Aid Certification:	First Aid Certification Expiry Date:	
CPR C Certificate:	CPR C Certificate Expiry Date:	
Special Skills: Do you have any other special skill(s), which would be of value to the Fire Department (e.g. sports, trades)? If so, please describe them below:		

Part 5: Criminal Record Check
Have you ever been convicted of a criminal offence? <input type="radio"/> Yes <input type="radio"/> No (If yes, please provide details below)
PLEASE NOTE: As part of the application process, you must provide a 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	

APPLICATION PACKAGE

APPLICATION PACKAGE

Volunteer Paid On Call Firefighter

Part 7: Medical Information		
Cardiac Ailments?		Details:
Hypertension?		Details:
Allergic Reactions?		Details:
Fear of Height?		Details:
Respiratory Ailments?		Details:
Hearing Impairment?		Details:
Fainting / Dizzy Spells?		Details:
Infectious or Communicable Disease?		Details:
Do you have any physical and/or mental conditions or disabilities/special needs/ allergies/medical conditions (describe, if any):		
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? <input type="radio"/> Yes <input type="radio"/> No (If yes, please provide details below)		
Describe your fitness level:		

APPLICATION PACKAGE

APPLICATION PACKAGE

Volunteer Paid On Call Firefighter

Part 8: General Information

Please explain why you want to join the Fire Department.

How did you hear about the Coombs Hilliers 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 _____)

APPLICATION PACKAGE

APPLICATION PACKAGE

Volunteer Paid On Call Firefighter

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.

I certify that all statements made in this application are true and complete and 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: coombsdata@shaw.ca

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

Fire Hall hours are 8:00am-4:00pm Monday-Friday unless attending an incident or other duties. (Fire Hall phone: 250-752-2144)