



**THE METCHOSIN FIRE DEPARTMENT
JUNIOR VOLUNTEER FIREFIGHTER
RECRUIT ORIENTATION GUIDE**

IF YOU

**Want to help others and serve in your community
Enjoy working as a team
Enjoy continuous learning**



METCHOSIN VOLUNTEER
FIRE DEPARTMENT
250-478-1307 ~ WWW.METCHOSINFIRE.CA
FIRECHIEF@METCHOSINFIRE.CA

FOREWORD

This handbook has been developed as a resource for those men and women who have indicated an interest in becoming a volunteer member of The Metchosin Fire Department. Participation as a volunteer member of the fire service will bring personal rewards, satisfaction, raise self-esteem and give you a tremendous sense of accomplishment for a job well done. Your involvement will also provide your community with a valuable service that has the potential to touch us all.

However, service as a member in our department requires a serious commitment. Your decision to join should not be made quickly. The recruitment handbook has been developed to provide the information needed to help you make that decision.

Making a commitment to serve as a volunteer firefighter is a serious decision. We ask that you take the time to read this booklet to enable a full understanding of what is involved in being a member of the Fire Department.

This handbook contains information on the organization of the Fire Department, training, participation requirements, the nature of our business, and answers to typical questions raised by prospective members. While this booklet will not answer all possible questions about membership, it will provide you with information about the most important areas.

Once you understand what is involved in being a member of the Metchosin Fire Department, we hope you will find you are able to make the commitment that our community requires. The service provided by Volunteer Firefighters is truly valuable to the citizens of our municipality and we hope that you are able to contribute to our public safety.

VISION OF THE METCHOSIN FIRE DEPARTMENT

To provide the citizens of Metchosin with pro-active, effective and efficient delivery of fire, rescue, public education and fire prevention services; through a unified forward thinking organization with good morale and the highest standards of personnel safety, fairness and professionalism.

THE NATURE OF OUR BUSINESS

Firefighting is one of the most diverse and challenging professions known today. It is this diversity that inspires most men and women to enter the service. Imagine having to train to prepare yourself to cope with situations, which include fires ranging from trash bins to structures, hazardous chemical spills, remote area rescues, vehicle extrication rescues, medical emergencies and almost any imaginable emergency situation in between. This diversity coupled with the fact that your skills may be needed at any time of day, seven days a week, in any kind of weather, and very often under potentially stressful and emotional circumstances makes our contribution to our profession very personally rewarding.

Two basic purposes of the public fire service are first to prevent fire or emergencies from occurring. This is done through fire prevention inspections, fire safety education, and fire code enforcement programs. Secondly, we are here to prepare ourselves to control fire or emergencies should prevention not prevail. This is done through education, training, pre-incident planning, state of the art equipment and more training.



This type of work or job is not for everyone. You need more than just a desire to help people. You also need courage, dedication, assertiveness and a willingness to learn new skills and face new challenges. The Fire Department is not for the meek, timid or for those who lose control of their emotions during times of crisis. Our service is one which calls on its members to perform strenuous work in uncertain and hazardous environments as a highly efficient team.

Your family must support your decision. They must understand and accept your commitment to training and responding to emergencies, which will often interrupt family functions. Your employer will also be required to be accepting of your commitment as a volunteer firefighter. Factors which your employer should be aware of may include but are not limited to:

- Fatigue from emergency responses outside of work hours
- Responses during work hours (firefighters are not expected to respond during their work hours).
- Possibly fluctuation (being late) in work hours if responding to a fire scene
- Training that will occur from time to time during your regular work hours

The personal rewards and satisfaction received from being involved in a Fire Department are often beyond description. There is a sense of accomplishment after controlling a building fire, compassion for accident victims, and fulfillment in teaching fire safety. The list could go on and on.

The bottom line in our business is measured by the prevention and reduction of loss of life, pain and suffering and property damage that we have in our service area. We strive to maintain a professional image while providing a safe, reliable and cost effective service to the residents of our community.

If you feel you have what it takes to meet the challenges of our business, we welcome you to apply to join us.

OVERVIEW OF THE DISTRICT OF METCHOSIN

Metchosin is a municipality incorporated in 1984. The area encompasses 17,396 acres of varying terrain and over 2,000 acres of foreshore. This very rural community is home to 5,000 residents, four schools; a federal prison, three military bases; three fuel marinas and a First Nations Reserve.

THE METCHOSIN FIRE DEPARTMENT

The Metchosin Fire Department consists of 1 fire station and 40 volunteer firefighters. Our fire hall is situated in the Village Core and is the hub of many community events. Six fulltime personnel are staffed by District and respond to emergencies during normal business hours Monday to Friday.

The Fire Department responds to approximately 450 calls per year, which include various public assists, fires, motor vehicle accidents and medical emergencies. Apparatus includes 3 engines, 1 tanker, 1 rescue, 1 duty vehicles for transporting personnel and additional equipment, and an all terrain vehicle for remote rescues.

All fire calls are dispatched through the CRD Dispatch centre. All volunteers are required to carry pagers, supplied to them by the Fire Department, for notification purposes. When an emergency arises, volunteers are to respond directly to the fire station.

All volunteers share in the responsibility for the maintenance of apparatus and equipment. Volunteers are responsible to assist with cleaning of apparatus and equipment after an emergency incident and training sessions.



Under the direction of the Fire Chief and Fire Officers, all firefighters are required to participate in the training program which incorporates and emphasizes safety and education. As a junior member of the Fire Department, you will also be required to assist and participate in various community activities and public education events throughout the year.

HOW TO SUCCEED IN THE FIRE DEPARTMENT

- You would have to learn and be sincerely interested in and dedicated to the job.
- You would have to be loyal to the department, your co-workers and community.
- You would have to be aggressive in the pursuit of all education and training opportunities.
- You would have to be cautious and guard your speech both on and off duty.
- You would have to be the type of person who inspires confidence and respect.
- You would have to be able to accept criticism graciously and accept praise, honours and advancement modestly.

WHAT YOU WOULD BE ABLE TO CONTRIBUTE TO AND RECEIVE FROM THE METCHOSIN FIRE DEPARTMENT WOULD ONLY BE LIMITED BY YOUR OWN DEGREE OF PERSONAL COMMITMENT.



APPLICATION AND ADMISSION REQUIREMENTS FOR JUNIOR FIREFIGHTER MEMBERS

1. The applicant must complete the Junior Firefighter application. Included with the application is a parental consent form that must be signed by a parent or legal guardian.
2. Be at least 16 years of age.
3. Must be in good academic standing at his/her school at the time of application and during the period of membership as a Junior Firefighter.
4. Be of sound mind and body as required to perform the duties of a firefighter.
5. Be of good character, be strongly motivated, and exhibit a positive attitude.
6. Be willing and able to learn, to take direction, and to be a team player.
7. Be available to attend training, other activities as required.
8. Have a suitable transportation to fire hall for training and community events.



PRIMARY OBJECTIVES OF THE FIRE DEPARTMENT

In order to achieve the goals of the fire department the following objectives have been established:

1. Identify and review the fire services requirements of the municipality.
2. Provide an administrative process consistent with the needs of the department.
3. Ensure that the firefighting equipment and operating personnel are available to provide adequate response to a citizen's call within a reasonable length of time.
4. Provide department training to an accepted standard which will ensure the continuous upgrading of all personnel in the latest techniques of fire prevention, fire fighting and control of emergency situations and to co operate with other municipal departments with respect to management training and other programs.
5. Provide a maintenance program to ensure that all fire protection apparatus, including all equipment, is ready to respond to emergency calls.
6. Provide an effective fire prevention program to:
 - (a) Ensure compliance with applicable municipal, provincial, and federal fire prevention statutes, codes and regulations.
 - (b) Reduce and/or eliminate fire hazards.
7. Develop and maintain effective public information systems and educational programs, with particular emphasis on school fire safety programs.
8. Ensure in the event of a major catastrophe in the municipality, assistance to cope with the situation is available from outside departments and other agencies.
9. Develop and maintain a good working relationship with all federal, provincial and municipal departments, utilities and agencies related to the protection of life and property.
10. Interact and co-operate with other departments in the region, respecting the aspects of fire or any given program.



TRAINING AND PARTICIPATION

Over the years, the fire service has evolved into a public safety agency providing highly technical and diverse services. The general public has come to rely on the Fire Department as the “first responder” not only when life and property are threatened by man made and natural disasters, but for seemingly smaller problems as well.

To ensure that all members of the Fire 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 services to the citizens of the municipality.

To meet the requirements of the National Fire Protection Association (NFPA), The Metchosin Fire Department trains to a Full Service Fire Department as directed by the Justice Institute of British Columbia. This format of training involves a great deal of reading and self-directed learning on the part of the firefighter. Firefighters must complete knowledge and performance based testing to complete the requirements of a general level firefighter within a 2-year time period. Upon completion the firefighter will be certified (NFPA 1001) Firefighter Level II with the International Fire Service Accreditation Congress and ProBoard.

Junior firefighter may join in the Recruit Training Program for regular members the year they turn 19.

Training occurs every Thursday night (with the exception of holidays), from 19:00 to 21:00 hours. A minimum of 75% attendance rate is required at regular training nights by all junior volunteer firefighters.

Due to the inherent dangers of firefighting, strict rules of conduct and tight procedural standards are established. In an actual emergency, it is essential that all firefighters, including junior firefighters act in a calm and efficient manner.

The Junior Firefighters are expected to attend weekly training drills to be prepared for the many challenges presented in an emergency situation. Each member is expected to read and understand these requirements and to adhere to the standards. The Metchosin Fire Department officers are available to discuss any questions.



JUNIOR FIREFIGHTER GUIDELINES

- Junior Firefighters represent the Metchosin Fire Department, and are expected to be courteous and respectful to fellow Firefighters, emergency service personnel and all citizens served. Vulgar, offensive, discriminatory or threatening language or gestures will not be tolerated at any time.
- The Metchosin Fire Department will not tolerate vulgar, offensive, discriminatory or threatening language or gestures at any time.
- Junior Firefighters may respond to the fire hall when the pager sounds, but will NOT roll on the apparatus in response to the incident.
- Junior Firefighters shall not be permitted to leave school for any fire department activity during normal school hours without the approval of the parent and teachers.
- Junior Firefighters shall not be permitted at the station after 10:00 pm on school nights and after 12:00 am on non-school night
- Junior Firefighters shall obey all the SOGs (Standard Operating Guidelines) and rules and regulations, which govern the Metchosin Fire Department.
- When a Junior Firefighter reaches the age of 18, he/she may enter the Metchosin Fire Department's regular annual recruit training program for regular active firefighter duty.
- Junior Firefighter involved with any drug, alcohol or other controlled substance use shall not be tolerated. Any of the above offenses will be terminated from the program and ineligible for regular membership. Any conduct determined to be inappropriate for a Junior Firefighter shall be a basis for disciplinary action by the officer team and/or termination from the program.

Junior Firefighter Candidate Signature

Date

Parent / Guardian

Date

Parent / Guardian

Date

Chief

Date





METCHOSIN FIRE DEPARTMENT

4440 Happy Valley Road
Victoria, BC V9C 3Z3

Ph: 250-478-1307 ~ Email: firechief@metchosinfire.ca

MEDICAL EXAMINATION REPORT

Applicant Information

Name: (Last) _____ (First) _____ (Initials) _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Physician Information

Name : (Last) _____ (First) _____ (Initials) _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone # _____ Email: _____

To be completed by Physician

- ☐ Is the applicant prescribed any medications that may affect his/her performance of duties as a Firefighter?
Yes ☐ No ☐
- ☐ Is the applicant medically fit to perform the duties of a Junior Firefighter? Yes ☐ No ☐
The applicant has been provided with a Volunteer Firefighter Job Specification for the assistance of the physician.
- ☐ I, the undersigned, am a legally qualified medical practitioner, licensed to practice in the Province of British Columbia. This report confirms my evaluation and medical opinion of the applicant.

Signature _____ Date _____



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FOR VOLUNTEER
FIRE DEPARTMENT
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**Junior Volunteer Firefighter
Medical Examination Report
Essential Job Tasks**

In accordance with NFPA 1582 (Medical Program for Fire Departments) the following 13 essential job tasks will be required to meet the level of service provided to the local community by The Metchosin Fire Department. The job tasks are requirements of the NFPA 1001, Firefighter II Standards for Firefighter. These job tasks shall be provided to the Physician at the time of the medical examination.

Performing fire-fighting tasks (e.g., hoseline operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective ensembles and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods

Wearing an SCBA, which includes a demand valve–type positive-pressure facepiece or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads

Exposure to toxic fumes, irritants, particulates, biological (infectious) and nonbiological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA

Depending on the local jurisdiction, climbing six or more flights of stairs while wearing fire protective ensemble weighing at least 50 lb (22.6 kg) or more and carrying equipment/tools weighing an additional 20 to 40 lb (9 to 18 kg)

Wearing fire protective ensemble that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F (39°C)

Searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lb (90 kg) to safety despite hazardous conditions and low visibility

Advancing water-filled hose lines up to 2½ in. (65 mm) in diameter from fire apparatus to occupancy [approximately 150 ft (50 m)], which can involve negotiating multiple flights of stairs, ladders, and other obstacles

Climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards

Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration



Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens

Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions

Ability to communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers)

Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members





METCHOSIN FIRE DEPARTMENT

4440 Happy Valley Road

Victoria, BC V9C 3Z3

Ph: 250-478-1307 ~ Email: firechief@metchosinfire.ca

APPLICATION FOR THE POSITION OF JUNIOR VOLUNTEER FIREFIGHTER

This form must be filled in completely

Date: _____

PERSONAL

Name (Last) _____ (First) _____ (Initials) _____

Address: _____ City: _____

Province: _____ Postal Code: _____ S.I.N. _____

Home Telephone # _____ Cell Telephone # _____

Drivers License # _____ MSP # _____

Date of Birth _____ Email _____

Are you legally eligible to work in Canada? Yes ☐ No ☐

Are you at least 16 years of age? Yes ☐ No ☐

Does your family support you becoming a volunteer Firefighter? Yes ☐ No ☐

Are you available for training that may take you away from home on weekends? Yes ☐ No ☐

EDUCATION

Attach additional pages of Education & Training as needed

High School / Vocational School / College / University

Name of School	Year Completed	Level Completed	GPA



Courses / Certificates / Specialized Skills / Trades

Description	Date

Existing Licenses / Student Numbers:

Organization	Certification / License / Student Number	Expire Date

MEDICAL

Height	Weight	Blood Type
Have you had or do you have any impairments of sight, hearing, speech and/or any physical disabilities? If so, please describe:		
Do you have any known allergic reactions to smoke, poison ivy/oak, insect stings, etc? If so, please describe:		
Have you had any serious illnesses or injuries in the last five years? If so, please describe and provide any work limitations:		
Have you ever received compensation for injuries? If yes, describe fully:		

EMERGENCY CONTACT INFORMATION



METCHOSIN VOLUNTEER
FIRE DEPARTMENT
250-478-1307 ~ WWW.METCHOSINFIRE.CA
FIRECHIEF@METCHOSINFIRE.CA

Name:	Relationship
Phone Day:	Phone Eve:
Cell Ph:	

VOLUNTEER EXPERIENCE		
Volunteer Organization	Address/Phone	Details

ATHLETICISM/FITNESS EXPERIENCE
Please list below the athletic/fitness activities you are currently involved in:

EMPLOYMENT		
Present Employer	Address	Phone
Position Details/Duties	Supervisor	Date of Employment



Other Related Experience:

- Do you have previous volunteer experience?

Yes ☐ # of Yrs. _____ Position _____

No ☐

If yes, explain _____

- Do you have any community service experience?

Yes ☐ # of Yrs. _____ Position _____

No ☐

If yes, explain _____

- Do you have computer / social media / internet experience?

Yes ☐ # of Yrs. _____ Position _____

No ☐

If yes, explain _____

Related Skills

Please complete this section even if a resume is attached. Please check the level of skill appropriate.

1. Some familiarity and competence.
2. Advanced amateur or post-secondary courses.
3. Certificates or professional experience.

<u>Skill</u>	<u>Level</u>		
	1.	2.	3.
Automotive Mechanic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radio Communications Systems.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Firefighting Practices and Terminology.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pumps, Valves, Sprinkler Systems.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Trades or Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Athletic or Sports Skills.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boating / Diving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trades / Construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined Space Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High Angle Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Urban Search and Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Materials Response.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WHMIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occupational Health and Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coaching/Teaching/Facilitation Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photography	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Public Speaking.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Equipment Operator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Driver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructional / Teaching.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide any additional information or skills you feel may be pertinent to this position:

REFERENCES		
Reference #1	Reference #2	Reference #3
Name:	Name:	Name:
Phone:	Phone:	Phone:





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4440 Happy Valley Road
Victoria, BC V9C 3Z3

Ph: 250-478-1307 ~ Email: firechief@metchosinfire.ca

Conditions of Employment

I affirm and certify the information given on, or attached to this application is true and correct. I understand any falsification of statements, misrepresentation, deliberate omission or concealment of information may be considered just cause for immediate dismissal.

I authorize the Metchosin Fire Department to contact my references or previous employers as indicated and to obtain and review my medical assessment.

Signature of Junior Candidate: _____ Date _____

Signature of Parent of Junior Candidate: _____ Date _____

Personal information on this form is collected under the authority of the Municipal Act, R.S.O., 1990 C.M45 and the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, CM56, and will be used to assess qualifications for employment with the District of Metchosin. Questions about this collection should be directed to the Fire Chief, Metchosin Fire Department, 4440 Happy Valley Road, Victoria, BC V9C 3Z3 (250)478-1307



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CONSENT WAIVER AND RELEASE FORM
Physical and Agility Testing

TO: THE CORPORATION OF THE DISTRICT OF METCHOSIN and the METCHOSIN FIRE DEPARTMENT.

Youth Waiver and Consent Form

As a volunteer firefighter under the age of 19, I have asked to join the Metchosin Fire Department in order to participate in firefighting training, community events and other related duties. I understand that the tasks of being a firefighter can be an extreme test of a person's physical and mental limits, may involve physical risk including the potential for death, serious injury, property injury, or property loss. I hereby agree freely and expressly to assume and accept any and all injuries and losses incurred while participating.

In consideration of the Metchosin Fire Department allowing me to participate in firefighter training and activities, I, for myself, my heirs, executors, administrators, successors and assigns, hereby release, waive and forever discharge the District of Metchosin, Metchosin Fire Department, and all their respective agents, servants, contractors, representatives, directors, officers, members, elected and appointed officials, successors and assigns, of and from all claims, demands, damages, costs, expenses, actions and causes of action, whether in law or in equity, in respect of death, injury, loss or damage to my person or property howsoever caused, arising to or by reason of my participation in the aforementioned event, whether as a spectator, participant, competitor or otherwise, whether prior to, during, or subsequent to the current calendar year and notwithstanding that same may have been contributed to or occasioned by the negligence of any of the aforesaid.

Both my parent(s) and I further hereby undertake to hold and save harmless and agree to indemnify all of the aforesaid from and against any and all liability incurred by any or all of them arising as a result of, or in any way connected with, my participation in the Metchosin Fire Department.

By signing this form, I acknowledge having read, understood and agreed to the above consent, release, waiver and indemnity.

Candidate Info:

Name: _____ Signature: _____

Parent / Guardian Info:

Name: _____ Phone: _____

Address: _____ (with postal code)

Signature: _____ Date: _____



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