

WILMOT FIRE DEPARTMENT



2025 Firefighter Recruit Guide





WILMOT FIRE DEPARTMENT

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Make YOUR Mark, Ignite your Future



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A Message from Chief Leeson

Thank you for taking an interest in becoming a volunteer firefighter in the Township of Wilmot. The Wilmot Fire Department has mandated Inclusivity, Equity, and Diversity in our hiring practices. We are a team and recognize the partnership created between our firefighters and the department. The hiring process is designed to determine the most suitable firefighters for our Fire Department - those who will help serve our community for many years to come, devoted to training and personal improvement, and demonstrate team building and leadership.

The Fire Department has the important responsibility to respond to fires and other emergencies that occur within our community and protect our valued citizens. As you probably know, the Fire Department is staffed with paid, on-call volunteers who generously provide their time and skills to maintain this important service to the community. In addition to the volunteer firefighters, organizations and others assist and compliment the Fire Department. For example, the volunteers are supported by their families or their employers who provide them with time off from work for Fire Department duties.

Wilmot Fire Department recruits will be directly involved with an extensive recruit training program that will include the National Fire Protection Association (NFPA) 1001 – Level 1 and Level 2, Hazmat, Red Cross First Aid with BLS and Oxygen Administration, acquire your DZ License in year 2, and NFPA 1002 Pump Operations (year 3), and some specialty courses such as Auto Extrication. Firefighter recruits are expected to participate with 100% attendance to the delivered recruit training course which includes a significant commitment to home study, classroom, and practical skills development, all within 1 year. To be clear the first six months are extremely taxing and demanding of your time, with follow up training in the fall. Assuming you are successful through the program you should anticipate and be prepared to enter a life-long training commitment to the fire service.

Being a volunteer firefighter requires a significant commitment of your time (and your family's time) for training and response to emergency incidents or other public education duties. The safety of the public, yourself and your fellow firefighters depends on the skills you will learn and more importantly retain, maintain, and improve. Volunteer firefighters are on call 365 days a year (including holidays), 24 hours a day, and 7 days a week. Calls seem to inevitably come at the most inopportune times when you sit down to a holiday dinner with family, birthdays, anniversaries, and more. You must remember our *commitment* to helping others who are having the worst day of their lives.

It should be noted that 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 and Prevention. This list goes on and on. The bottom line in our business is measured by the prevention and reduction of loss of life, pain, suffering and property damage that we have in our service. We exist, train, and prepare for one reason, to provide a vital service to our community. It is a difficult, exciting, and fulfilling journey, but a very worthwhile one.

Good luck with your recruitment journey!



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The Fire Department, and the Role of Volunteer Firefighters

Goals of the Fire Department

The goal of the Fire Department is to provide fire protection services through a range of programs designed to protect the lives and property of the Township citizens from the adverse effects of fires, sudden medical emergencies, or exposure to dangerous conditions created by people or nature. This may include services to our neighbouring Township Fire Services that we have approved fire protection agreements with and Townships or Cities requiring assistance through the mutual aid program.

The Nature of Our Business

Firefighting is very challenging and requires determination, strong work ethics, extensive, diverse knowledge, and training to deliver the services citizens expect. This job also comes with a tremendous expectation from both our valued citizens and from the department. The diversity of Firefighting continues to inspire and motivate individuals to enter the volunteer fire service. Imagine having to train to prepare yourself to cope with situations that range from structure fires, hazardous chemical spills, motor vehicle collisions, medical emergencies and almost any imaginable emergency in between. Your skills may be needed at any time of day, seven days a week, in any kind of weather, and very often under stressful and emotional circumstances. This is what continues to attract people to the Fire Service who want to contribute and make a difference personally in this rewarding and challenging profession.

There are three (3) lines of defence outlined by the Ontario Fire Marshall and Emergency Management. First through Public Education; Second, through Fire Prevention Inspections and Code Enforcement and Third; by providing suppression and rescue services. Public Education and Fire Prevention are highly specialized. Some of these skills will be honed when participating in Public Education events, pre-incident planning, and more. Suppression and rescue skills are acquired and maintained during expected training sessions. Firefighter training is hard and demanding moreover, very rewarding.

This type of work is not for everyone. You need more than just a desire to help people. You also need courage, dedication, compassion, assertiveness, and a willingness to learn new skills and face new challenges. Additionally, you need extensive support and understanding from your family. You are expected to attend weekly and on occasion weekend training to hone your skills. You will be paged to emergencies at all hours of the day and when it is least convenient. You will miss time with your loved ones. Firefighters perform hot, sweaty, dirty, strenuous work, often in uncertain and hazardous environments.

Now for the good news, the personal rewards and satisfaction received from being involved in a Volunteer Fire Department are often beyond description. There is a sense of accomplishment after controlling a structure fire, assisting accident victims, and fulfillment in teaching fire safety. The list goes on and on.

Are you ready to make your mark and ignite your future with Wilmot Fire Department?



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Primary Objectives of the Recruit Program

We are here to assist you, want you to succeed, and achieve your personal goals. The following objectives have been established to ensure you fully understand expectations:

1. Fully understand the commitment and expectations of the Recruit program.
2. Your family fully understands your commitment and expectations of you and what they should know, this journey now includes them.
3. Fully understand the commitment and expectations after you complete your Recruit training.
4. Fully and actively participate in the department training program to an acceptable standard which will ensure continuous improvement and increase knowledge of all Firefighters in the latest techniques of Public Education, Fire Prevention, and Firefighting skills.
5. Actively participate in the Fire Station maintenance program to ensure that all fire apparatus and equipment are in a constant state of readiness to respond to emergency calls.
6. Actively participate in and support the mandatory Weekend Standby program.
7. Respect, foster and develop positive relationships with the department firefighters and neighbouring Fire Services.
8. Lead by example, demonstrate positivity, be a leader and ask questions.





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Factors to Consider Before Applying

- ✓ Successful completion of all assessment tests does not ensure a job offer.
- ✓ Before you decide to challenge yourself as a Wilmot firefighter, learn all you can about the job. This information session will answer many questions but also try and speak with other firefighters about the job. You need to participate with an open mind and have all the facts.
- ✓ The recruitment team has the responsibility of selecting individuals that meet the requirements outlined by the Wilmot Fire Department and includes attributes such as values of pride, professionalism, hard work, determination, respect, and teamwork.
- ✓ At times, this is a very tough job. A basic level of physical fitness is required to do the job effectively and safely. Can you work for extended periods under all weather conditions, extreme temperatures all hours of the day and night?
- ✓ We can help you with the training, but you need to have disciplined commitment and drive to make this a lifelong journey.
- ✓ Are you a motivated person who challenges yourself? There is no end to your educational journey with the department! You will constantly be pushed with new information and skills. Several opportunities to advance yourself with specialized training courses will continue to challenge you and bring those skills back to share with the department.
- ✓ Does my lifestyle allow me to commit to the required hours of training in-house and home study as well as attend emergency calls? Training lasts for a minimum of two hours each week. Additionally, during your recruit training program, you will be encouraged to attend regular Monday night training (a huge commitment).
- ✓ Actively participate in the mentoring program.
- ✓ On top of the training demands, there are emergency calls - lots of them.
- ✓ Training sessions may also take place during weekends.
- ✓ Secondary School Diploma or High School Equivalency Certificate (minimum requirement)
- ✓ Must be a resident in the township (conditions apply) within 8 km of Station 2 – New Dundee and within 3 km of Station 1 – Baden and Station 3 – New Hamburg
- ✓ Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks



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- ✓ Ability to quickly learn territorial/geographical area, including the streets, hydrant locations, the layout and location of public utilities and potentially hazardous materials or substances/buildings in response areas
- ✓ Ability to work within a command structure requiring strict adherence to following orders and be part of a team environment under extremely stressful situations.
- ✓ Communicate effectively both orally and in writing, with the public and other employees.
- ✓ Proof of valid G Driver's License with a clean abstract, DZ License is considered an asset and must be obtained within the second year of employment at your own expense (conditions apply, support available)
- ✓ Daytime availability, shift workers, self-employed, permission to leave the workplace during emergency calls.
- ✓ Related experience or training (Nurse, EMS, Mechanical Trades, Education, WHIMIS, OHS, Emergency Management, and more)





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Training and Participation

The fire service has evolved significantly and requires a highly trained, dedicated group of diverse individuals to deliver the levels of service approved by council to the Township. The public has come to rely on the Fire Department as the group of “first responders” that can handle any type or form of emergency.

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 firefighter with the required skills, knowledge, and abilities necessary to deliver fire and emergency services to the public.

Training Requirements – Volunteer Orientation

Volunteer firefighters entering the system are required to complete a mandatory recruit training program taught by department instructors, regardless of whether the individual may have prior training or experience (some conditions and accommodations may apply). The recruit training program provides new skills, enhances existing skills and most important, builds teams and friendships.

Volunteer firefighters who have been selected to move forward will be provided with an offer letter outlining requirements and expectations. Volunteer firefighters will be required to complete the recruit training program and pass all provided exams, both written and practical, and is mandatory. As recruits work their way through the program you will reach benchmarks. These benchmarks are required for your safety and the safety of fellow firefighters. Each benchmark will be explained during the recruit training program and include, the issue of all PPE, Face fit testing, measure for station wear, issue pager, be assigned a mentor, be assigned to a platoon in your home station and begin responding to emergency calls once approved by the Training Division and Chiefs.

Probationary firefighters may not: enter burning buildings, participate in activities requiring advanced training, or be subjected to hazardous environments. Length of probation and details of service shall be determined by your Station Chief, training division, and Fire Chief. Training is provided following accredited standards, such as those of the National Fire Protection Association (NFPA) or any other skills or standards deemed required by the department training program.

Minimum Employment Eligibility Requirements

Beyond your completed application or resume and cover letter meeting satisfactory review of the hiring committee, all applicants must provide the following items, which are required at various stages throughout the recruitment process (You will be prompted when to supply the list of items).



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- Proof of valid Ontario driver's license (minimum G class, preference to Class DZ) and a current abstract must be provided before commencement of employment
- Medical Examination Report, completed and signed by the applicant's Doctor
- Signed Consent Waiver and Release Form
- Applicants must be 18 years of age or older

Note: Applicants are responsible for all costs associated with the required documentation.

Applications will be reviewed with priority being given to those who meet some or all the following:

- Permission to leave a place of employment to respond to alarms
- Availability in general
- Local area shift workers
- Previous Fire Department experience
- NFPA Certification
- Demonstrated commitment (i.e., volunteer service)
- Bilingual (French/Other)

Minimum Conditions of Employment

Ability to:

- Acquire and maintain, in good standing, a DZ license within the second year of employment. (Access to DZ License available from Department)
- Successfully acquire and maintain First Aid/CPR, BLS and Oxygen certification within one year of employment. (Certification provided by the department)
- Complete all required training programs, successfully pass all AS&E exams, and demonstrate proficiency in all required activities.
- Maintain a clean criminal record and driver abstract.
- Maintain attendance levels (emergency responses and training sessions) following department requirements. (Mandatory)
- Adhere to all departmental rules, code of conduct, regulations, Legislation, and operating guidelines.

Note: The complete list of employment conditions will be provided in a letter of offer should you be selected, this list is not comprehensive.

Recommended Vaccinations

- Hepatitis A/B shots (*Twinrix* is common)
- COVID-19
- Tetanus and Diphtheria
- Mumps, Rubella, Measles, Polio, Yearly Flu shots



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Job Description – Firefighter

General Duties:

- The general duties and responsibilities of a firefighter shall be in line with the NFPA 1001 - Standard for Firefighter Professional Qualifications and applicable Ontario Fire Service Standards.
- Demonstrate, promote, and instill professionalism.
- Work diligently to ensure continuity of the service continues to progress quickly and efficiently.
- Work cohesively with all station staff and demonstrate strong work ethics.
- Provide interoperability and cooperation between various services.
- Foster a positive, professional atmosphere and always provide strong mentoring qualities to all fire stations and volunteer fire department members.

Training Duties and Responsibilities:

- When assigned to deliver a training session(s), utilize provided lesson plan and present the training session.
- When assigned to assist any other firefighter, regardless of rank, work with and follow the direction of higher-ranking officers in the preparation and delivery of assigned training.
- Provide constructive feedback, in writing, to the Fire Chief and Training Officer that will effectively provide information to elevate the department training program.

Incident Scene Duties and Responsibilities:

- In the absence of the Fire Chief, District Chief, Senior Captain, Captain or Acting Captain, a senior firefighter on an incident scene is responsible for and in charge of the incident.
 - ensure Incident Command is established and supervises scene operations,
 - Subsequent changes in command to a higher-ranking officer shall be done following department policies and operating guidelines.
 - Where a firefighter has taken on the role of the Incident Command on the scene, the next higher-ranking officer is not required to relieve the firefighter of Command. However, the higher-ranking officer is expected to communicate with the firefighter and be prepared and in a position to quickly take command should the need arise.
- Any subsequent change in command to the District Chief or higher-ranking officer shall be done following department policies and operating guidelines, however, to ensure a strong mentorship environment within the department structure it is recommended that command is not transferred and instead shadow, teach, encourage and learn; unless the firefighter requests the change, the Higher Ranking Officer, for safety reasons, deems it necessary or for any other reason deemed required from the Higher Ranking Officer.
- Keep accurate and detailed notes of events witnessed or reported at incident scenes.
- Continually adhere to all safety practices during all training and incidents.
- Certified in and maintaining awareness of Principles, practices, and skills of emergency medical care, including Cardiopulmonary Resuscitation (CPR) and Automatic External Defibrillation (AED).
- Other duties as assigned.



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Administrative Duties:

- On request, attend and participate in department training and meetings.
- Firefighters are required to comply with department policies and operating guidelines, relevant Acts and Regulations.
- May be required to sit on the Health and Safety Committee as a worker rep and or Co-chair under the direction of the Fire Chief in consultation with the District Chief and voted by your peers.
- On request, may assist with the recruit training program.
- On request, may be required to assist with interviews for new hires.
- On Request may be required to assist in sitting on a disciplinary panel.
- Good understanding of applicable laws, codes, by-laws and regulations, safety practices and precautions on assigned or expected duties.
- Performs administrative duties to ensure overall efficient operation of the organization following all relevant legislation and fire department operating guidelines as directed.
- Utilizes Records Management System (RMS) and information technology to create reports and statistics so that accurate and up-to-date records of crew activity can be produced, and the report format allows data to be readily retrieved and analyzed.
- Completes accident/incident reports using the appropriate forms so that an accurate account of the incident is provided, and a permanent record is maintained.
- Basic knowledge of computer technology and general use of the internet.
- Able to establish and maintain effective working relationships with all fire department members up to and including the senior leadership team and Fire Chief.
- Other duties as assigned by the Fire Chief or the District Chief or Assistant District Chief.

Occupational Health and Safety:

- Follow all health and safety requirements as identified in legislation, SOP and SOGs.
- Take all reasonable precautionary measures, always when training and active emergency responses to ensure your safety and the safety of all firefighters.
- Report any deficiencies, safety hazards or anything that may impact the safety of firefighters, at an appropriate time to your supervisor.





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Examples of Job Expectations:

- Attends a minimum of 60% of training sessions throughout the year to ensure and maintain skills and proficiency in firefighting, rescue methods and team building
- Once issued a pager, attend a minimum of 30% of emergency calls
- Perform salvage and overhaul operations during and following emergency events
- Perform department-trained medical response skills to citizens when required
- Assist with Fire Department pre-planning as assigned
- Eagerly participate in public information, public safety, and public relations within the community on request and will include door-to-door smoke alarm programs
- Performs maintenance and cleaning tasks on PPE, Fire apparatus and equipment to ensure a safe and effective state of operational readiness
- As assigned, conducts firefighting/rescue activities at emergency scenes
- Attends assigned training sessions to ensure and maintain skills and proficiency in firefighting and rescue methods
- Ensures compliance with all health and safety matters following the department SOG's/SOP and the Occupational Health and Safety Act and Regulations

General Required Knowledge, Skills, and Abilities

- Considerable knowledge of modern firefighting and rescue techniques and a strong desire to maintain skills
- Considerable mechanical aptitude
- Thorough knowledge of the rules and regulations governing the fire department and the volunteer activities of the department
- Thorough knowledge of provincial legislation relative to the activities of the fire department
- Thorough knowledge of the municipality, including demographics, major industries, and hazardous occupancies
- Thorough knowledge of the operation of all equipment and methods used in combating, extinguishing, and preventing fires and rescue activities
- Thorough knowledge of First Aid, CPR, BLS and oxygen
- Agility and strength to do prolonged and arduous work under adverse conditions any time of the day or week
- Ability to react quickly and remain calm under tremendous pressure and stress
- Conscientious, dependable, cooperative, able to follow the direction given
- Must maintain a valid driver's license, demonstrate a safe driving record, and be capable of driving emergency vehicles safely, in both emergency and non-emergency situations
- Team player, respectful, inclusive, empathetic and a desire to be part of the solution, not part of the problem



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Recruitment Process

Timelines:

- 1. Recruit Open House**
 - Wednesday, September 11, 2024, 6:30 PM, at Station 1, in Baden
 - Wednesday September 11, 2024, 6:30 PM, at Station 3, in New Hamburg
 - Thursday, September 12, 2024, 6:30 PM, at Station 2 in New Dundee
- 2. Application Submission** - Shall be submitted **NO LATER** than Friday, October 4, 2024, at 4:30 pm.
- 3. Aptitude exam and fitness evaluation** - If selected to move to the next step in the process – on Wednesday, October 23, 2024, at New Dundee Station, 55 Front St., New Dundee beginning at 17:30, (5:30 pm) sharp.
- 4. Interviews** - Interviews will be scheduled beginning the week of Monday, November 4, 2024, time, and location will be scheduled with those that are selected to move forward in the process.
- 5. Job Offers** – Those selected for volunteer employment will receive an offer of employment beginning on Monday, November 25, 2024. You will have a period of one (1) week to review the offer, sign, and return to Donna by no later than Monday, December 2, 2024.
- 6. Recruit Training Program** - Recruit training will begin on Wednesday, January 8, 2025, at 18:30 (6:30 PM) at your assigned station for orientation and to be assigned a mentor.

Step One: Information Session

On Wednesday, September 11, 2024, 6:30 PM, at Station 1 Baden, and Station 3 New Hamburg and Thursday, September 12, 2024, 6:30 PM, at Station 2 in New Dundee there will be an information session open to anyone interested in the Fire Service. This session will be approximately 1½ hours in length. During the information session, you will receive information regarding the application process, written aptitude tests, fitness testing, recruit training, the probationary period, and general information about the fire department. Attending the information session is highly recommended but not mandatory. There will be ample time for new prospects to ask a question.

Being a volunteer firefighter is a huge commitment – everyone deserves to know how their life will be impacted by this decision, sharing this information with your spouse or partner is very important and encourage each prospect to take a copy of the family guide home.

Step Two: Application & Resume

Once you have decided to continue with the application process, you will need to submit your application and/or resume. The application will be available on the Township website (www.wilmot.ca/en/township-office/Current-Opportunities.aspx).



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Be sure to include your involvement in the township and why you are interested in this opportunity. Prospects must live in the Township and within a specified distance of each fire station to qualify. This is a mandatory requirement.

Qualified applicants are invited to submit their cover letter and application or resume, clearly marked "*Firefighter – Station Location*", by email to donna.erb@wilmot.ca

The application MUST be submitted NO LATER than Friday, October 4, 2024, at 4:30 pm.

Your application will be assessed for completeness and compliance. If you meet all minimum requirements, you may be invited to continue forward in the process.

Step Three: Written Aptitude Test (Note: Steps 3 and 4 will be conducted on the same evening.)

One of the skills of a firefighter is to have a large breadth of general knowledge. The written Aptitude Test covers a range of skills that are important to firefighting in our township. The applicant must achieve a pass to continue with the hiring process.

The Aptitude Test will assess your competence concerning:

- ✓ Recall of Details
- ✓ Mechanical Knowledge & Aptitude
- ✓ Understanding Job Information
- ✓ Judgement & Reasoning
- ✓ Arithmetic & Vocabulary
- ✓ Spatial Orientation
- ✓ First-Aid & CPR

Questions on this test will take the form of multiple-choice, true & false, and fill-in-the-blank. We will not provide test scores, only a pass or failing mark.

Step Four: Physical Agility Test

Immediately after completing the written test, you will proceed to the physical agility test.

There is a Consent and Release Form for the Firefighter Agility Test that **SHALL** be filled out and signed before beginning the test. We will also take a set of baseline vitals, a set of vitals immediately after testing, and another set of vitals after resting and hydrating for at least 10 minutes after completing the test. Anyone found to be in distress or not recovering will be required to have EMS attend and assess.

The agility test is a standard firefighting type agility test consisting of 7 stations. They will all have to be completed, although in no specific order or within a time limit. We are assessing if you can or cannot complete the skill(s).



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The 7 stations are:

1. Hose carry, and stair climb
2. Weightlift using rope
3. Mannequin carry/drag
4. Forcible entry prop
5. Ladder raise and lower
6. Claustrophobia test
7. Ladder climb

- ✓ At each station, the instructor will go over the instructions before the start of each evolution.
- ✓ The applicant is allowed 1 warning only if they do not complete the circuit correctly. Applicants must restart the entire course again if they fail to complete the course in its entirety. If there is a second infraction, the applicant is out of the competition.
- ✓ All lifting will be done with the leg and arm muscles. Do not use your bending back muscles to lift any weight, safety is a priority. If required, ask for a demonstration of a proper lifting technique.
- ✓ There will be no running during this circuit, walk with purpose.
- ✓ Applicants are encouraged to change into suitable clothing for exercise.
- ✓ Each applicant will be issued an SCBA, a turnout jacket (if needed), gloves, (if needed), and wear safety boots if possible. (will try to accommodate those that have no safety boots)
- ✓ Instructors/evaluators will assist applicants with donning and doffing jackets and SCBA.
- ✓ Each applicant is required to wear an SCBA during tests 1, 3, 4, 5 and 6. They are not required to wear an SCBA during tests 2 and 7.
- ✓ Although we time each evolution, time is not a factor in the evaluation. (We are building a database of times to benchmark for future scoring possibilities.)
- ✓ We will allow for a short break, 60 seconds minimum between evolutions, ensure each participant is hydrating and assess each participant's state of readiness to continue.

Important Note:

*The written aptitude test and the physical agility test will take place on **Wednesday, October 23, 2024, at Station 2 in New Dundee, 55 Front St., beginning at 17:30, (5:30 pm) sharp.***

Step Five: Formal Interview

If successful during Steps 3 and 4 you may be selected for an interview. Should you be selected for an interview you will attend the Station you will be posted to conducted by the Hiring Committee.



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Interviews will begin the week of Monday, November 4, 2024, time, date, and location will be scheduled with you.

Step Six: The Job Offer

Successful applicants will be contacted by Wilmot Fire Department.

If you are offered a position with WFD, you will be required to provide (sufficient time will be provided and not expected immediately):

- ✓ Medical clearance from a licensed Medical Doctor as a condition of your employment (Form will be provided).
- ✓ Current criminal background check, Vulnerable Sector.
- ✓ Current drivers abstract.
- ✓ Signed Code of Conduct document.

These Job Offers are set to go out on Monday, November 25, 2024. You will have a period of one (1) week to review the offer, sign, and return to WFD.

Step Seven: Recruit Training and Probationary Period

There is a one-year probationary period.

The recruit training will begin on Wednesday, January 8, 2025, at 18:30 (6:30 pm) at your assigned station for orientation and to be assigned a mentor. A schedule will be provided on the first night outlining the training dates, locations, and requirements.

Your recruit training program will consist of online pre-course, weekday, and weekend practical skills development. Typically, the online portion is self-directed and prepares you with the basic requisite knowledge to attend the practical training sessions. Weekend training will occur once per month, consisting of Friday evening and Saturday. Some weekday training may be required.

The training continues until mid-summer to cover all topics. There will be a mid-term exam at the halfway mark to ensure students are maintaining expectations. Should a student be having difficulty this will allow the department to provide sufficient support with the goal of success.

Red Cross Medical Certification training will be provided and includes Standard First Aid, CPR, BLS and Oxygen delivery.

As part of your employment requirements, you will be required to obtain and maintain a valid Ontario Driver's license in good standing with a Class D and Air Brake Endorsement Z within the second year of your start date. We do offer to assist with training through Canada Heavy Equipment College at your cost (it can be deducted from your pay) and in-house training. The department will also assist with ONE road test, we will schedule the test and provide a truck. (This is conditional on groups of 4 personnel per test day (typically a Saturday) and will be arranged by the Fire Department). You are required to speak with your Station District Chief.



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Pagers are issued later in the process, after satisfactory progress in training is evident, and medical certification is achieved, and you will start to respond to calls as an exterior-only firefighter and based on the Station Chief's direction.

During year one, assuming you are successful, each recruited firefighter will obtain Pro Board certification in NFPA 1001, Level 1 and 2 and NFPA 1072 Hazmat Ops. During year one and into year two (2) you are required to successfully obtain your DZ License mandatory requirement and will be required to complete NFPA 1002 Pump Operations in year three (3).

For those recruits that already have achieved NFPA 1001, Level 1 and 2, NFPA 1072 Hazmat Ops and NFPA 1002 Pumper Operations, you are required to fully attend and participate in the fire department recruit program, however, you will not be required to write the Pro Board exams (some, depending on experience may be subject to other duties as assigned). You will be required to successfully pass the fire department exams and practical skill evaluations.

Training and education are critical to the success of our fire department. Once you have obtained your mandatory certifications your educational journey is just beginning. Education and training are truly a life-long journey and fully expect each firefighter to embrace this requirement with enthusiasm and dedication to the trade.





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Benefits of Volunteering

There are many benefits of volunteering as a firefighter in the Township of Wilmot. We respond to many different types of calls, fires, car accidents, medical assists, and public assists.

Additionally,

- ✓ Appreciation of a job well done
- ✓ Challenging work environment
- ✓ Opportunity for lifelong learning
- ✓ VFIS Insurance and Life Insurance coverage
- ✓ Build friendships and teams
- ✓ A sense of pride
- ✓ An opportunity to discover yourself
- ✓ Serve your community, networking
- ✓ Opportunity to learn and build your resume
- ✓ Personal satisfaction with meaningful incentives
- ✓ Remuneration for training, work assignments and emergency response





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Frequently Asked Questions

Q. How do I submit my application?

A. Your completed application can be dropped off at Fire HQ, 30 Neville Street, New Hamburg or emailed to donna.erb@wilmot.ca before the closing date. If you have any questions, please direct them to Donna Erb – donna.erb@wilmot.ca.

Q. Can I apply to more than one Station?

A. Yes and NO, you could apply to more than one station, however, you must meet the mandatory distance requirement to the station from your place of residence. We encourage recruit prospects to know the facts and apply to the station that best fits this requirement.

Q. I did not attend the Recruitment Information Session. Can I still apply?

A. Yes. Attendance at the Recruitment Information Session is not mandatory however it is strongly recommended. The session provides important information on the recruitment process, as well as expectations of firefighters and family expectations. If you are unable to attend, you can request those documents from Donna Erb – donna.erb@wilmot.ca.

Q. Does the Department cover the costs for any required documentation (Medical Examination, Driver's Abstract)?

A. No, applicants are responsible for any costs incurred during the recruitment process.

Q. If I am successful in the recruitment process, is facial hair allowed for members of the Fire Department?

A. For reasons of safety, facial hair that may affect the integrity of the facepiece seal of self-contained breathing apparatus, i.e., beards, bushy moustaches, and long sideburns, is not permitted under any circumstance.

Q. I was invited to participate in the Aptitude Testing but am unavailable on the scheduled date. Can I still proceed with the recruitment process?

A. No, setting up Aptitude testing and fitness evaluation requires significant setup and staff resources. If you are unable to attend on the specified date and time you will be encouraged to apply in the next following year.

Q. Should I submit my completed Medical Examination Report, Drivers abstract or criminal background check vulnerable sector with my application?

A. No, only those provided with an offer of employment are required to submit these mandatory documents. Should you receive an offer letter, sufficient time will be provided to obtain the required information and submit it to the department. However, these documents are a condition of employment, and the offer can be rescinded should anyone fail to provide the documents in a reasonable and agreed-on time.



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Q. I have been invited to attend and write the Aptitude exam and the fitness evaluation, what should I bring?

A. You will only require yourself for the written exam, however, for the fitness evaluation you will be required to sign a waiver stating you have no prior, known health issues that would prohibit you from participation. For example, no prior cardiac issue that a doctor has told you to avoid physical activities, damaged knees, or any other physical impairment of any kind that would prohibit your ability to participate in the fitness evaluation. Be honest. Also, bring a change of clothes suitable for physical activity and bring steel-toed boots or shoes if you have them.

Q. How many training hours are required to become a volunteer firefighter?

A. Selected applicants will be expected to complete more than 200 hours of online and practical training in the first year. In year two, assuming you are successful and pass your probation you will be required to complete another 40 hours of training for NFPA 1002 pump ops in year three. This requirement is on top of your weekly and mandatory live-fire training attendance. In one year, a Volunteer Firefighter, assuming you had 100% attendance could spend 130 hours training annually. This training is non-negotiable, and your participation is required to improve, sharpen, and build muscle memory skills.

Q. Do I have to be a certain age to join the volunteer fire department?

A. You must be a minimum of 18 years old and a maximum of 65 years old. We encourage all ages to join, assuming you are physically fit and able to pass all requirements including our fitness evaluation.

Q. Is our fire department diverse and welcoming to everyone?

A. Absolutely, we encourage everyone to join. We strive to welcome everyone and create a fire service where you are both included and valued. We build and nurture a culture where inclusiveness is at our core and not just a check box. We foster a deep sense of pride, passion and belonging that transcends all ranks and is unified in our shared commitment to excellence, innovation, caring, and social responsibility. We know through experience that different ideas, perspectives, and backgrounds create a stronger and more creative fire department environment that delivers better results. We support an inclusive environment where firefighters feel empowered to share their experiences and ideas and we welcome all to our team.



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Q. How important are training attendance, emergency response attendance and participation in weekend standby?

A. Training is the hallmark of every fire department, without training you will never achieve or maintain the level of operational readiness and safety you are required to deliver. Emergency Response builds on your training skills and provides the additional confidence required to do your job.

Standby is required to ensure we deliver our services to the community. Without strategic planning and a failure to respond, you may put someone's life at risk. Short answer, extremely important to service delivery of fire protection to our community.

Q. After my initial training, how much time will I be expected to give as an active member?

A. While the exact time requirements vary depending on activities and emergency calls, the average training and call-out time is in the range of 10 - 25 hours per month, depending on the assigned station. Minimum of 8 hours of training per month, in some months, such as live fire, one additional 8-hour day. Depending on the station, emergency calls can range from a couple of hours a month to several.

Q. How often will I be on call to respond to emergencies?

A. The volunteer model depends upon volunteer firefighters being available to answer all emergencies. The department, therefore, expects that volunteer firefighter, when in their fire protection area, to be on call 24 hours a day, 7 days a week, 365 days a year. This is a major commitment that needs careful consideration before you undertake it. The department realizes that no one can be available all the time, but it relies on the commitment of volunteer members to respond whenever they are available. Potential members should be aware that this commitment cannot be taken lightly; their response to emergencies is a lifeline to the public that they serve. Weekend on-call is a mandatory requirement and ensures we have a suitable minimum response during weekends.





WILMOT FIRE DEPARTMENT

Special Thanks

Firefighter Matt Pletz

For all of your amazing skill, coordination, and work to create the videos and flyers for our annual recruit program.

AND

All the firefighters who appear in videos, photos, and flyers that contribute to the content and success of our program

**Thank you for your
contribution**



WILMOT FIRE DEPARTMENT

Final Words

We are excited you attended tonight's information session and hopeful you received valuable information that will assist you with this important decision. Becoming a Volunteer Firefighter in Wilmot Township is both exciting and potentially life changing. This opportunity is filled with new skills, education, and opportunities like no other job. Firefighters love what they do and what they can give back to their community. One minute you are kicking a soccer ball with your family and the next minute you're attending a motor vehicle collision with entrapment delivering life-saving skills. We look forward to you joining our amazing team of professionals that embrace their community and firefighting team.....this job is like no other.

Good Luck to everyone, hope to see you on the apparatus floor soon!

Make YOUR Mark, Ignite your Future

