

JASPER FIRE DEPARTMENT



VOLUNTEER FIREFIGHTER RECRUITMENT PACKAGE

JASPER EMERGENCY SERVICES BUILDING
518 GEIKIE STREET
P.O. BOX 520
JASPER, AB T0E 1E0

Tel: 780-852-1591 ~ Fax: 780-852-1596

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VISION STATEMENT:

Our vision is to be a progressive, innovative and dynamic emergency services department committed to effectively managing fire and rescue emergencies.

MISSION STATEMENT:

The Jasper Fire Department provides the highest level of emergency services possible in a safe, professional and timely manner. We accomplish this by strongly emphasizing training, emergency response, public education, and fire prevention.

CORE VALUES:

Leadership – inspire and build a team that produces not only results but also future leaders; lead by example

Teamwork – work together at all times, with each other, and with our partnering agencies; build relationships and have each other's backs

Education – never stop learning, never stop teaching; continue to better your knowledge, and take the time and effort to pass that knowledge down

Pride – in our job, in our equipment, in our department, and our community

Integrity – doing the *right* things for the *right* reasons, even when no one is watching; being honest and sincere in all that we do

Safety – support and promote innovative programs that ensure the safest working environment possible; take care of each other

Accountability – to and for each other, our leaders, our followers, and the public

MESSAGE FROM THE FIRE CHIEF:

Thank you for your interest in becoming a volunteer member of the Jasper Fire Department. We are committed to recruiting talented, motivated and dedicated individuals.

Our citizens place their trust in the Jasper Fire Department, and our members must have a strong commitment to professionalism both on and off duty. We aim to select recruits who demonstrate that they will commit to our standards and honour our mission and vision.

We pledge to treat each applicant fairly and respectfully. We select Volunteer recruits who are serious about the responsibility of firefighting and pursue excellence at all times. The role of a volunteer firefighter is not suited to everyone. Desire alone does not suggest a suitable fit. The pressure, sacrifice and risks that firefighters face separate this job from many others.

We ask you to conduct an honest self-evaluation before you submit your application. Should you decide to apply, it is important to understand that the competition will be strong. Strong competition results in strong candidates, and strong candidates produce quality firefighters.

Preparation, combined with a positive attitude and a strong work ethic, are essential to your success.

We look forward to working with you.

Sincerely,

Mathew Conte

Fire Chief / Director Emergency Management

ABOUT THE DEPARTMENT:

The Jasper Fire Department provides fire protection and rescue services to the citizens and visitors of the Municipality of Jasper and Jasper National Park.

Our services include:

- ◆ **Structural fire suppression**
- ◆ **Vehicle fire suppression**
- ◆ **Motor vehicle collision response – rescue and extrication**
- ◆ **Hazardous materials response**
- ◆ **Medical assistance and first response**
- ◆ **Wildland-Urban interface fire protection**

The Jasper Fire Department operates with over 35 volunteer members and a full-time Fire Chief, Deputy Fire Chief, and Administrative Assistant. Our member base shows very diverse individual backgrounds and occupations, all with a common desire to help our community, residents and visitors.

Our response area includes Jasper National Park and sixty kilometres into British Columbia, along Highway 16. Mutual aid is provided by Parks Canada teams (for specialized events) and the Jasper Park Lodge Fire Brigade, Hinton Fire Department, Yellowhead County Fire Department, and Valemount Fire Department.

The Jasper Fire Department fleet includes a variety of emergency apparatus specifically designed to meet the needs of our community.



MINIMUM REQUIREMENTS TO VOLUNTEER ARE:

- ◆ Must be at least 18 years of age
- ◆ Must be a permanent resident of Jasper
- ◆ Must be a Canadian citizen, a holder of a Permanent Resident Card, a Landed Immigrant, or otherwise legally entitled to work in Canada (i.e. worker's visa)
- ◆ Must have a Grade 12 diploma or equivalent
- ◆ Must have a valid Alberta Driver's License (minimum of Class 5 – GDL is acceptable), with no current suspensions or charges pending
- ◆ Must be able to present a favourable criminal record check
- ◆ Must possess the mental and physical health to carry out the duties of a firefighter adequately

- ❖ Preference may be given to applicants with current first aid and CPR certification

- ❖ Preference will be given to applicants who have previous firefighting training

- ❖ Preference will be given to applicants that work within the townsite

- ❖ Preference will be given to applicants able to commit to a minimum of 3 years' service

- ❖ Preference will be given to applicants who can present an indication of their employer's support to the applicant joining the Fire Department and ability to respond to emergencies during working hours

RECRUITMENT PROCESS:

The recruitment process for the Jasper Fire Department takes approximately two months and has been broken down into five (5) stages as follows:

Stage 1 - Application Period

When the fire department is recruiting, a public ad will be posted, and we will accept applications until the posted deadline (minimum of two weeks from the time of advertisement).

Applications must include:

- ◆ Completed Application Form (attached to the back of this package)
- ◆ Proof of minimum requirements listed above
- ◆ Proof/Copies of any current certifications or experience that may help your application
- ◆ Current resume with at least three references

Stage 2 - Interview, Reference Checks

Once the application deadline has passed, all applications will be reviewed by our recruitment committee, and those selected for an interview will be invited to participate in a personal interview.

The interviewers will consist of senior fire department personnel trained to capture data for this purpose objectively. It is your responsibility to provide thorough information clearly and concisely.

The personal interview intends to allow us to learn more about you, your experiences and your abilities from your perspective. The interview is also an opportunity for you to display your best attributes.

We may choose to substantiate any information you have provided through your references at this stage of the process.

All candidates will be contacted within three (3) business days of their interview to inform if they will be moving on in the application process.

Stage 3 - Fitness Testing

If you are successful in your interview, you will be contacted to arrange a physical fitness test. This test will be an entry-level firefighter task-specific test, known as the Candidate Physical Ability Test (CPAT).

The CPAT is a minimal task-analysis initiative that requires no prior firefighter knowledge to be successful. This test intends to establish an individual's ability to perform physical job tasks. Successful applicants have incorporated fitness as a lifestyle, as this is important to a fire fighter's health and safety considering the profession's physical demands.

The Jasper CPAT consists of seven separate stations in sequence, requiring you to progress along a predetermined path from event to event in a continuous manner.

You will wear full firefighter turnout gear and a self-contained breathing apparatus pack (for weight purposes only) during the test, which will all be provided by the fire department.

You will be provided with a detailed information package outlining each stage of the physical ability test before your test date.

A firefighter will demonstrate the physical ability test for candidates before them having to perform it. Each candidate will get one practice run before their actual test.

All candidates who are successful in the physical ability testing will move forward to the final selection process.

Stage 4 - Selection Process

Once you successfully advance to this step, your file has reached the stage where a recruitment decision is made. The recruitment decision is based on the consideration of your competencies, skills, physical abilities and volunteer firefighter position fit. The recruitment committee will present the recruitment decisions to the rest of the membership, highlighting the reasoning for each decision. **All information such as Criminal Records and Driver's Abstracts will be kept confidential within the recruitment committee and not shared with the general membership.**

Stage 5 – Conditional Offer and Acceptance

Once the selection process is complete, the recruitment committee will tender a written offer to the successful candidates, outlining their responsibilities, along with a volunteer firefighter agreement form. The candidate will have seven (7) days to review the offer and agreement, sign, and return to the fire department.

The conditions of this offer will be that candidates will enter a three-month recruit orientation program, where they will become familiar with the department's policies, procedures, and equipment. After completing the training, you will be placed on active duty with a twelve-month probationary period.

ROLE & DUTIES OF THE NEW RECRUIT:

The Recruit Firefighter is primarily a trainee position. During your tenure as a recruit firefighter, orientation training and NFPA level training will be provided to you. The expectation is that recruited firefighters take advantage of this opportunity to develop their firefighter skills and be an active part of its success.

Your duties as a successful recruit would be as follows:

- ❖ Attend and participate in all scheduled orientation training (one evening per week plus one weekend day per month, for three months)
- ❖ Become familiar with and adhere to departmental policies and procedures
- ❖ Become familiar with department equipment and apparatus
- ❖ Maintain and care for all department-issued personal equipment
- ❖ Adhere to WCB regulations, OH&S regulations, and promote a safe working environment
- ❖ Report to the training officer, company officers or senior firefighters as assigned

MINIMUM COMMITMENTS:

As a Recruit Firefighter, you will be required to meet the following minimum commitments to progress in the department successfully:

- ❖ Must achieve a maximum attendance to all orientation training sessions – this is necessary to cover all the knowledge and basic skills required to progress to a Probationary Firefighter rank
- ❖ Additional self-study and familiarization (above classroom time) will be essential for your success
- ❖ Once successful in the orientation training, Probationary Firefighters will be required to attend a minimum of 60% of regular training events (Tuesday evenings)
- ❖ Once successful in the orientation training, Probationary Firefighters will be required to attend a minimum of 30% of emergency call outs
- ❖ Once successful in the orientation training, Probationary Firefighters will be expected to commit to further training to obtain their NFPA level certifications (over a set period) which will be made available to them through our department or neighbouring departments

ORIENTATION PROCESS:

Once all successful candidates have returned their offer acceptance and volunteer agreement, an orientation training schedule will be distributed. Recruits will receive a minimum of one week's notice before the training start date.

This orientation training is to familiarize the recruits with the workings of the Fire Department, including the organizational structure, policies, procedures, equipment, apparatus, etc. As this training is geared towards the specifics of the Jasper Fire Department, this training is mandatory for all recruits, regardless of previous training or experience.

Recruits will not receive their pager nor respond to emergency incidents until the orientation process is complete. This is because, during this training, the recruits will be signed off on the basic core competencies, which will ensure that they can safely and appropriately respond to and carry out probationary firefighter duties at emergency incidents

The schedule for the orientation training will consist of two hours each Tuesday evening and a four-hour session one Saturday per month, for three (3) months.

As outlined in the volunteer agreement, recruits may be subject to termination at any time throughout the orientation if they do not uphold their responsibilities to the process.



TRAINING & ADVANCEMENT:

Once the orientation training is complete, recruits will be advanced to the rank of Probationary Firefighter and be provided with a pager to facilitate response to emergency incidents.

During the probationary period of 12 months, including the 3-month orientation process, firefighters must adhere to all department members' regular rules. Including minimum attendance to training events (60%) and call-outs (30%) and showing commitment to furthering their education in firefighter qualifications, such as NFPA training programs. All new members will be required to complete a minimum of their NFPA 1001 – Level 1 training within two years of their start date (training will be provided at no financial cost to the member).

The Probationary Firefighters will remain under close supervision and will be evaluated for their abilities and performance on an ongoing basis. Each firefighter will receive an individual performance review with the lead training officer quarterly throughout their probationary period. The performance review will also consider other training instructors and department officers who have worked with the firefighters. The firefighter, in turn, would have the opportunity to gain constructive feedback and set collaborative training plans for moving forward.

After the twelve-month probationary period, each firefighter will receive an individual promotional evaluation. The firefighter, the lead training officer, and the Fire Chief will discuss their overall performance and commitment and set a probation release. If at this time, it is determined that a firefighter is not yet ready to be released from probation, the Fire Chief may choose to extend a probationary term.



BENEFITS OF VOLUNTEERING:

Although the Jasper Fire Department is a volunteer fire service, meaning that no member receives any monetary compensation for training events or responding to incidents, there are still many benefits to joining the team.

Each firefighter is insured under the Volunteer Fireman's Insurance Services (VFIS), including injury, liability and life insurance. Other benefits and incentives will be provided upon time of hire.

Through volunteering with the Jasper Fire Department, you will gain valuable hands-on training and experience at no financial cost to you personally, while at the same time also attaining certifications that are internationally recognized by volunteers, paid-on-call, and career fire departments. The Jasper Volunteer Fire Brigade society also offers members a wide variety of social benefits, perks and camaraderie.

Ultimately, the most significant benefit of becoming a volunteer firefighter is the opportunity to serve your community and gain a sense of pride in providing an essential public service.



FIREFIGHTER APPLICATION FORM

JASPER FIRE DEPARTMENT

518 GEIKIE STREET, P.O. BOX 520, JASPER, AB T0E 1E0

PHONE: 780-852-1595 - FAX: 780-852-1596

To be considered for a firefighter position, this application form must be completed, signed, and submitted, along with a current resume and any supporting documents, to the Jasper Fire Department, at the above address. The information you provide on this application form will be used to determine your candidacy. Incomplete application forms will not be considered. Only candidates selected for an interview will be contacted.

PLEASE SUBMIT THE APPLICATION AND SUPPORTING DOCUMENTS BY MAIL OR IN PERSON TO THE ADDRESS ABOVE. OR BY FAX OR EMAIL – ATTENTION TO: KELLY DAWSON kdawson@town.jasper.ab.ca

SECTION A: PERSONAL INFORMATION

LAST NAME:		FIRST NAME:	
ADDRESS:			
PHONE NUMBER:	ALTERNATE NUMBER (IF APPLICABLE):	EMAIL:	
DATE OF BIRTH (MM/DD/YYYY):	DRIVER'S LICENCE NUMBER:	DRIVER LICENCE CLASS:	
ARE YOU LEGALLY ENTITLED TO WORK IN CANADA? ☐ YES ☐ NO			
CURRENT PLACE OF EMPLOYMENT:			

SECTION B: ACADEMIC EDUCATION

HIGH SCHOOL:	LOCATION:	YEAR OF GRADUATION:
IF APPLICABLE		
POST SECONDARY/TRADE:	LOCATION:	YEAR OF GRADUATION:
POST SECONDARY/TRADE:	LOCATION:	YEAR OF GRADUATION:
POST SECONDARY/TRADE:	LOCATION:	YEAR OF GRADUATION:

SECTION E: MEDICAL INFORMATION (TO BE COMPLETED BY FAMILY PHYSICIAN)

PLEASE INDICATE IF THE CANDIDATE HAS ANY OF THE FOLLOWING MEDICAL CONDITIONS	
MEDICAL OR PHYSICAL DISABILITY PREVENTING THEM FROM PERFORMING STRENUOUS LABOUR OR FACING TRAUMATIC EVENTS (ie. HEART CONDITIONS, UNCONTROLLED BLOOD PRESSURE, UNCONTROLLED STRESS, ETC.)	☐ YES ☐ NO
COLOUR VISION IMPAIRMENT	☐ YES ☐ NO
CORRECTIVE LENSES	☐ YES ☐ NO
HEARING IMPAIRMENT	☐ YES ☐ NO

Physician Comments:

Name of Physician: _____

Physician Signature: _____ Date: _____

SECTION F: ATTACHMENTS

Please ensure the following documents are included with your application:

- ☐ CRIMINAL RECORD CHECK, INCLUDING VULNERABLE SECTOR (WITHIN 30 DAYS)
- ☐ DRIVER'S ABSTRACT (WITHIN 30 DAYS)
- ☐ CURRENT RESUME, WITH AT LEAST 3 REFERENCES
- ☐ COPIES OF ANY CERTIFICATES LISTED IN SECTION C

I DECLARE THAT ALL INFORMATION PROVIDED IN THIS APPLICATION IS TRUE, AND I UNDERSTAND THAT ANY MISREPRESENTATION OF MATERIAL FACTS HEREIN MAY CAUSE IN FORFEITURE OF MY RIGHTS TO BECOME A VOLUNTEER FIREFIGHTER WITH THE JASPER FIRE DEPARTMENT.

X _____
SIGNATURE OF APPLICANT

DATE

APPENDIX B: MEDICAL CLEARANCE FORM

MEDICAL CLEARANCE FORM FOR VOLUNTEER FIREFIGHTERS

Firefighting and rescue duties can be strenuous and require the firefighter to be in sound health and fitness. Applicants of the Jasper Fire Department must review and complete this form with their family physician.

Does the applicant have any of the following medical histories? (Y/N)

- ☐ Lung or respiratory disorders
- ☐ Epilepsy or other seizure conditions
- ☐ History of dizziness or syncope episodes
- ☐ Heart disease or history of cardiac problems
- ☐ High blood pressure
- ☐ Contagious blood diseases
- ☐ Ongoing contagious viral or bacterial diseases
- ☐ Uncontrolled Diabetes
- ☐ Recurrent back problems
- ☐ Inability to perform moderate to intense exercise
- ☐ Hearing or sight issues which remain problematic despite correction devices

If you answered yes to any of the above conditions, please indicate if these conditions will affect the individual in carrying out the duties of a firefighter?

If you feel the applicant has any other medical condition which may affect their ability to perform the duties of a firefighter safely, please note them here:

I attest that the information I have provided is accurate to the best of my knowledge.

Printed name of Physician

Signature of Physician

Date

Printed name of Applicant

Signature of Applicant

Date

APPENDIX C: VOLUNTEER EXPECTATIONS



ACCEPTANCE OF VOLUNTEER EXPECTATIONS

As a volunteer of the Jasper Fire Department, I agree to maintain the following minimum requirements of me at all times:

Expectation	Initials
Hold a valid Alberta (minimum of class 5) driver's license with no more than six (6) demerits at any given time – you must notify your direct supervisor of any change in license status within 24 hours (i.e. suspension, or demerits exceeding 6).	
Hold a clear criminal record with no convictions of offence – I agree to notify my direct supervisor of any criminal charges against me within a reasonable amount of time immediately after the event	
Maintain the physical ability to perform the tasks and duties of the position	
Maintain the required attendance at department training events - 100% during orientation, followed by 60% after that	
Able to commit to required training/certification opportunities as they become available	
Learn the skills of an emergency responder in the fire/rescue capacity, and be able to carry them out appropriate to the position I hold competently	
Be responsible for maintaining and upgrading knowledge and skills on an ongoing basis	
Maintain the 30% required minimum attendance at emergency callouts	
Work as part of a team and show respect and courtesy for the Chain of Command and fellow firefighters at all times	
Be a role model for both the fire department and the community	
Once issued, carry your pager and respond to emergency calls at all times when in the area and available	

I, _____, understand and acknowledge that it is my responsibility to execute according to law and the best of my ability, the duties required of me as a volunteer firefighter in the province of Alberta and with the Jasper Fire Department, as set out in this agreement. I also understand that if at any time, I do not uphold my responsibilities to the department and the position I hold, my position as a volunteer firefighter with the Jasper Fire Department may be subject to re-evaluation.

X _____
Signature of Volunteer Date

FOR OFFICE USE ONLY	
DATE RECEIVED:	INITIALS:
SIGNATURE OF FIRE CHIEF:	DATE: