

**PRESCOTT FIRE DEPARTMENT**  
**VOLUNTEER FIREFIGHTER**  
**RECRUITMENT PACKAGE**



302 CENTRE STREET, PRESCOTT, ON, K0E 1T0  
613-925-2206  
FIREADMIN@PRESCOTT.CA

*Personal information contained on this form is collected pursuant to the Freedom of Information and Protection of Privacy Act and will be used for the purpose of processing the application.*

*Questions about this collection should be directed to the Town Clerk at (613)925-2812.*

On behalf of the Town of Prescott, we thank you for taking the time to consider a volunteer firefighter position with our department. Volunteer firefighting is a challenging and rewarding career. You will be expected to maintain a high standard of professionalism, solve problems, work as part of a dynamic team, and possess excellent interpersonal and organizational skills.

Information included in this package details the requirements for the position and how the recruitment process will proceed.

**Please thoroughly read this information before proceeding in the process.**

**Applicants who do not meet the minimum requirements will not be considered for the volunteer firefighter opportunity.**

The Prescott Fire Department is comprised of a part-time Fire Chief, full-time Administrator and 27 volunteer firefighters. Fire protection services are delivered from the fire station located at 302 Centre Street, Prescott, ON.

Firefighters are required to respond to emergency incidents that may include structure fires, medical emergencies, motor vehicle accidents, water/ice rescue and hazardous material incidents.

Training is a critical component of being a firefighter. After successfully completing an initial recruitment training course, each recruit is expected to attend a minimum of six hours of scheduled training per month. There are also numerous training opportunities held at various locations and times during the year.

In this volunteer position, you will be provided with extensive training and have opportunities to obtain certification in various firefighting and rescue activities. You will participate alongside other firefighters in stressful, physically, and mentally challenging situations which can be inherently dangerous, for which you will receive specialized training.

In addition to emergency response and training, volunteer firefighters participate in local fairs and festivals, fundraising functions, public education, and other community events. Taking on the challenge of becoming a volunteer firefighter requires a significant commitment but the experience of being an active member within your community is extremely rewarding.

**Qualifications:**

The minimum qualifications to be considered for this position are as follows:

- Live within the Town of Prescott or in the immediate area outside of town boundaries
- Be at least 18 years of age
- Must possess a valid Class G Ontario Driver's Licence
- Must have a vehicle to be able to respond to fire calls
- Be able to provide an acceptable OPP Criminal Record Check
- Pass a comprehensive medical exam
- Successfully complete the physical test
- Have obtained NFPA 1001 Certification or be willing to complete this certification after acceptance into the role of a Volunteer Firefighter.

**Job Requirements:**

In addition to responding to emergency calls, other firefighter tasks include but are not limited to:

- Attending scheduled meetings and training sessions
- Assist with fire prevention and public education activities
- Follow all Town of Prescott policies and procedures
- Returning to the fire station after calls to clean equipment and ensure vehicles are ready for the next call
- Cleaning and maintaining personal protective equipment to ensure it is ready for use
- Participating in training activities and serving on committees
- Representing the fire department at various community events and festivals

**Important to Note:**

- Responding to emergencies, on-going training, and community involvement requires a significant amount of time and commitment. It may require you to respond in the middle of the night, during holiday events and/or during family activities.
- Success in the position of volunteer firefighter is greatly attributed to the on-going support of family and friends.
- On a yearly basis members attend approximately 72 hours of training, and approximately 180 emergency incidents.

**Accident and Disability Insurance:**

Volunteer firefighters are provided with an insurance policy by VFIS providing a limited number of accident and disability benefits. The details of the insurance are provided to firefighters at the beginning of their probationary period.

**Clothing:**

Volunteer firefighters are supplied with personal protection clothing in accordance with the Occupational Health and Safety Act and Prescott Fire Department Policy. In addition, Duty Gear and Dress Uniforms are also provided for public events and exercises.

# **RECRUITMENT PROCESS**

The recruitment process to become a volunteer firefighter with the Prescott Fire Department consists of 4 steps.

## **Step 1: Application Review**

Once an application is received, it will be reviewed for completeness. Please ensure that you have included the required references and all qualifications listed as well as included all supporting documentation (photocopies of certificates/diplomas/transcripts) as required. Your application will go on file until a recruitment campaign is conducted. Only candidates that meet the minimum requirements will be contacted.

## **Step 2: Interview**

The interview is designed as an opportunity for the candidate to meet with the Fire Chief and Officers to further discuss their interest in becoming a volunteer firefighter and learn more about the department. Reference checks will be conducted following the interview process.

Candidates who are successful at the interview stage will advance to Step 3 to complete the practical physical test.

## **Step 3: Physical Test**

A practical physical test is required to ensure the candidate's physical and mental fitness meets the requirements of the job.

See the Fitness Testing Release in Appendix "A". This release form will need to be completed and signed prior to starting the physical testing.

## **Step 4: Selection and Appointment**

Based on information that is obtained from the entire process, the selection committee shall choose suitable candidate(s). The successful candidate(s) will be offered the position of probationary volunteer firefighter, conditional on the provision of satisfactory medical assessment and completion of the 3-month recruitment program.

## **Personal Information**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Do you have your own vehicle for transportation? YES: \_\_\_\_ NO: \_\_\_\_

Do you have any phobias (height, enclosed space, etc.)? YES: \_\_\_\_ NO: \_\_\_\_

If yes, please explain:

\_\_\_\_\_

Do you have any previous firefighting experience? YES: \_\_\_\_ NO: \_\_\_\_

If yes, where and for how long: \_\_\_\_\_

Do you have a valid First Aid/CPR certificate? YES: \_\_\_\_ NO: \_\_\_\_

## **Education**

Last Secondary School grade completed (or equivalency): \_\_\_\_\_

Post-Secondary, Vocational or Trade Training: YES: \_\_\_\_ NO: \_\_\_\_

## **Work Experience**

Present Employer/Occupation: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Would your employer allow you to respond to emergency calls during working hours?

Always: \_\_\_\_ Usually: \_\_\_\_ Rarely: \_\_\_\_ Never: \_\_\_\_

What are your regular hours of work? \_\_\_\_\_

Are you a shift worker? YES: \_\_\_\_ NO: \_\_\_\_

Are you able to attend daytime fire calls (Monday to Friday / 7am-5pm)? YES: \_\_\_\_ NO: \_\_\_\_

If accepted by the Prescott Fire Department, you are required to attend evening, daytime or weekend practices or training sessions. Can you meet this requirement? YES: \_\_\_\_ NO: \_\_\_\_

List other skills/qualifications:

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Have you ever volunteered in the community? YES \_\_\_\_ NO \_\_\_\_

If yes, where did you volunteer and what were your duties:

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### **References**

**Please provide two work references not related to you.**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Do you know any members of the Prescott Fire Department? YES: \_\_\_\_ NO: \_\_\_\_

If yes, please list names: \_\_\_\_\_

Why would you like to become a member of the Prescott Fire Department?

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**I hereby certify that the information set forth and attached is true and complete. I understand that omissions or false statements will be considered sufficient cause for rejection of my application, or discharge if my application has been accepted. I understand that this is a volunteer position.**

**I verify that the information contained on this application form is true and accurate. I give consent to the Town of Prescott to conduct verification of the information given, as required.**

Date \_\_\_\_\_ Signature: \_\_\_\_\_

# **Job Related Practical Fitness Test**

## **1. Wear SCBA (Self Contained Breathing Apparatus)**

The applicant will wear full PPE, including bunker gear and SCBA. The applicant will walk across the truck bays and return to the start. This evaluation assesses memory and tests the ability to wear an SCBA.

## **2. Ladder Climb**

The applicant will safely climb a ladder up to the marked location. This evaluation assesses the applicant's ability to climb a ladder without a fear of heights.

## **3. High Volume Hose Pull**

The applicant will pull a bundle of hose over the top rail of the mezzanine using a rope. During this task, the applicant is stationary and must pull the hose bundle towards them using 16 mm (5/8") rope. This evaluation assesses upper body strength, power, and endurance.

## **4. Equipment Carry and Stair Climb**

The applicant will safely carry the vehicle Edraulics extrication tools ("Jaws of Life") from the starting line through a marked course. This task is designed to evaluate the strength required to lift and carry tools.

### **Notes:**

All applicants will be walked through the physical test ahead of time and are advised to ask all questions then.

**Physical testing will be performed in gym attire and provided bunker gear.**

**Applicants must bring their own CSA safety footwear & work gloves**

**APPENDIX "A"**

**Prescott Fire Department  
"Job Related Practical Fitness Testing" Release Form**

I, \_\_\_\_\_ have applied to the Town of Prescott for a volunteer firefighter position.

It is deemed necessary before my application is accepted that I submit myself to a series of physical fitness tests, including climbing, carrying, lifting, dragging, and other physical activities incidental to the ordinary work of a fire fighter, through the Prescott Fire Department and its agents.

I, the undersigned, do hereby agree to submit myself to all the physical fitness tests required by the fire department. Under the supervision of the Fire Chief, or his representatives for the purpose of ascertaining my physical qualifications for the employment for which I have applied.

I do hereby, for myself, my heirs, administrators, executors, and assigns, remise, release, and forever discharge the said Town of Prescott and its officers, servants, and employees of and from any and all actions, causes of action, claims, and demands whatsoever, which I or my heirs, executors, administrators, or assigns may have arising out of my submission to the said physical fitness tests.

I, hereby, further acknowledge that I submit myself to the said tests of my own free will and with full knowledge of their nature, and with full knowledge of the contents of this release.

Dated at \_\_\_\_\_, Ontario, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Name (please print)

**Document Checklist:**

The following documents **MUST** be submitted at the time of application:

- ☐ Completed Application Form with references listed.
- ☐ Signed and dated "Job Related Fitness Testing" Release Form

**Additional documents that may be submitted:**

- ☐ Certificates i.e. NFPA 1001, First Aid/CPR
- ☐ Educational Credentials, Certificates
- ☐ Awards or Achievements

**Applicants that do not meet the minimum requirements will not be considered.**

**Applications are maintained on file for one year.**

If you have any questions, please contact the office at:

**613-925-2206**

**FIREADMIN@PRESCOTT.CA**

Your application and documents should be submitted to the following location:

**302 Centre Street, Prescott, ON K0E 1T0**

Or scanned and emailed to:

**FIREADMIN@PRESCOTT.CA**