



VOLUNTEER RECRUITMENT & RETENTION PROGRAM



Volunteer, It's The Experience Of A Lifetime!

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*Message from Timothy H. Uttley
Fire Chief, City of Temiskaming Shores*

Without a strong and vibrant volunteer fire service, the City of Temiskaming Shores would not be able to receive the customary level of fire protection services expected from their fire department.

It is therefore vital that the Temiskaming Shores Fire Department be able to recruit and retain volunteers so that we can continue to protect our residents effectively from fire and other related hazards. Without a doubt, volunteers are one of the fire department's greatest asset. Time is also very valuable, unfortunately both have limits. There are so many demands on time within a volunteer setting that it is imperative we rethink how we manage maintaining a solid recruitment and retention program.

The program being presented to Council will outline alternative strategies that will change our recruitment and retention practices. It will provide opportunities for participation and development for our youth, and provide sound strategies and tools to help the fire department implement an effective volunteer and recruitment program. This program will also help fire department leaders communicate what is expected of the new recruit and what impact volunteering will have on families, friends and the business community.

To retain our volunteers that we have, we must give them encouragement, training, tools and recognition. In return, the fire department will have the services of men and women, who derive great satisfaction in protecting their community and who, with the experience they gain over the years, become an increasingly valuable resource.

Through the implementation of this Recruitment & Retention Program, we will help strengthen our fire department for the future.

FORWARD

This Recruitment & Retention Program has been developed to establish the qualifications and criteria for the recruitment, retention, and appointment of volunteers to the Temiskaming Shores Fire Department (TSFD).

It is also intended to act as a resource for those men and women who have indicated an interest in becoming a volunteer member of the Temiskaming Shores Fire Department. Membership however within our department requires a serious commitment. The information contained within this document has been developed to provide the information needed to help individuals make that decision.

This program contains information on the organization of the department, training, and participation requirements, and answers to typical questions about membership and will provide other important information.

GOALS OF THE 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 inhabitants from the adverse effects of fires, sudden medical emergencies or exposure to dangerous conditions created by man or nature; first to the municipality; second to those municipalities requiring assistance through authorized emergency fire service plan and program (mutual aid) activities; and third, to those parties which are provided fire protection by the fire department via authorized agreement.

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 fire service, both as volunteers and career employees. Imagine having to train to prepare yourself to cope with situations that range from structure fires, hazardous material spills, sudden medical emergencies and motor vehicle accidents, 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 to first prevent fire or emergencies from occurring. This is done through public fire safety education, fire safety inspections and 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, more training, state of the art equipment and even 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 or 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 hot, sweaty, dirty, strenuous work, often in uncertain and hazardous environments.

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

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. We are here and prepared for one reason and that is to provide 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.

PURPOSE

- To implement organized marketing and recruitment strategies;
- To outline the selection, hiring, training, and retention of volunteers for the fire department;
- To establish the qualifications and criteria for the recruitment and appointment of Junior and Auxiliary Firefighters for the Temiskaming Shores Fire Department;
- To establish the qualifications and criteria for the recruitment and appointment of Volunteer Firefighters for the Temiskaming Shores Fire Department;
- To establish the qualifications and criteria for the promotion and advancement of Volunteer Firefighters of the Temiskaming Shores Fire Department.

RECRUITMENT - GENERAL

1. When conducting our assessment for the recruiting of volunteers, it shall be the policy of the Temiskaming Shores Fire Department to look beyond the traditional “fire suppression” perspective. The following roles, while not limited as such, not only contribute to the fire department’s broader mission through better administration and logistical support, they can also enhance our response capabilities and public education activities. By utilizing this approach it puts to use the rich resources that are available in the City of Temiskaming Shores:
 - Firefighting and Rescue
 - Public Education, Teaching and Training
 - Public and Media Relations
 - Photography, Graphic Arts and Publishing
 - Emergency Vehicle Drivers and Operators
 - Radio and Telephone Communications and Dispatch
 - On Scene Rehabilitation and Support to Responders
 - Fundraising and Events Coordination
2. In order to be clear regarding roles, skills and knowledge that we may be recruiting for, we shall develop a position description for each position we may be recruiting for.

3. The final approval of the appointment of all Volunteer Firefighters and Auxiliary Firefighters being considered for appointment shall be the responsibility of Municipal Council upon recommendation of the Fire Chief for the City of Temiskaming Shores. The final approval for the appointment of all Junior Firefighters being considered for the Junior Firefighter Program shall be the responsibility of the Fire Chief for the City of Temiskaming Shores.
4. The Fire Department’s Establishing and Regulating By-law establishes the minimum and maximum number of Volunteer Firefighters for each District Station for the purpose of ensuring adequate fireground staffing. For the purpose of this recruitment and retention program, volunteers for the Junior Firefighter Program and the Auxiliary Firefighter Program shall be excluded from these numbers as they do not contribute to ensuring adequate fire ground staffing requirements.
5. The recruitment for all volunteer positions, including Volunteer Firefighters, shall be conducted under the direction of the Fire Chief for the City of Temiskaming Shores.
6. An annual volunteer recruitment drive may be conducted in July of each year in order to establish a number of interested individuals to draw from. All applications received shall be acknowledge by correspondence from the Fire Chief for the City of Temiskaming Shores as to the status of the application.
7. The Fire Chief for the City of Temiskaming Shores may place advertisements for the recruitment of all volunteers in local newspapers, radio, on the City’s Website, and social media.
8. If any member of the department has contact with someone interested in becoming a Volunteer member of the fire department, they may provide the person with an application form and have them forward his or her application to the Fire Chief of the City of Temiskaming Shores.
9. The Municipality relies on the accuracy of information contained in the volunteer application, as well as the accuracy of the other data presented throughout the interview and appointment process. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the Municipality’s exclusion of the individual from further consideration for appointment as a Volunteer Firefighter, Junior or Auxiliary Firefighter, or if the person has not been hired, or terminated from employment.
10. Volunteer applications must be completed using forms provided by the Fire Department and submitted to the Fire Chief of the City of Temiskaming Shores. Information provided in an application for employment is subject to the confidentiality requirements under the Municipal Freedom of Information and Protection to Privacy Act. All applications received shall be acknowledged by the Fire Chief of the City of Temiskaming Shores.

RECRUITMENT – JUNIOR FIREFIGHTER PROGRAM/GUIDELINES

The Temiskaming Shores Fire Department wishes to establish a Junior Firefighter Program. The program is being established as a training program for young men and women aged 15 – 17, interested in serving their community and preparing themselves to become active Volunteer Firefighters upon reaching the age of 18. At age 18, the Junior Firefighter is eligible to apply to join the Auxiliary Firefighter Program, or as an active Volunteer Firefighter. The Junior Firefighter Program shall allow up to nine (9) Junior Members to be on the department.

As a Junior Firefighter, members do not respond to any actual emergencies but may serve in a supportive role for Volunteer Firefighters after emergency calls at the fire station and as a supplement to a formal training program. The Temiskaming Shores Fire Department Training Officer shall be the primary contact for the Junior Firefighter, and shall serve as the Junior Firefighter training officer.

ELIGIBILITY

1. Any resident of the City of Temiskaming Shores, or non-resident as otherwise recommended by the Fire Chief, between the ages of 15 – 17, may make application for membership to the Temiskaming Shores Fire Department as a Junior Firefighter.
2. The applicant must be in good academic standing with his/her school at the time of application and during the period of membership as a Junior Firefighter. A minimum of 2.0 (“C”) average grades must be maintained.
3. The applicant must complete a Junior Firefighter application in its entirety, including the Agreement, Waiver and Release form that must be signed by a parent or legal guardian.

GENERAL RULES

1. The general standard of conduct is to act in the manner of a professional. Junior Firefighters represent the TSFD, and are expected to be courteous and respectful to fellow firefighters and emergency service personal and all citizens served. The TSFD will not tolerate vulgar, offensive, discriminatory or threatening language or gestures at any time. Junior Firefighters may not wear any article of clothing that, in the opinion of the Fire Chief, would be offensive to the public served. Violations will result in disciplinary action, and may include suspension.
2. The TSFD maintains a “Zero Tolerance” policy with respect to drug and alcohol use and violation of public laws. Any possession or use of alcohol or illegal drugs, or being under the influence of alcohol or illegal drugs at any time while involved in TSFD activities, on TSFD property or in apparatus will result in immediate and permanent suspension from the TSFD Junior Firefighter Program.
3. Junior Firefighters may not use or display emergency identification on their personal vehicle (e.g., green lights and fire department plates). Junior Firefighters may not wear clothing identifying them as a TSFD firefighter, except assigned protective gear, uniforms or logo shirts/hats worn for official purposes only or as approved by the Fire Chief. Junior Firefighters will not be issued identification cards or badges.
4. Junior Firefighters may not enter a TSFD fire station unless a senior member of the department is present, and then only for official business (training drill, department meeting or work detail). Junior Firefighters will not be given building keys or door lock combinations. Junior Firefighters may not bring friends into a fire station or permit them to be aboard fire apparatus.
5. Junior Firefighters must leave the station no more than 30 minutes following completion of the training session, department meeting or work detail.
6. Junior Firefighters are not permitted to attend TSFD activities, training sessions, meetings, or work details no later than 10:00 PM unless specifically authorized by the Fire Chief and the parents or guardian of the Junior Firefighter.

7. Junior Firefighters may not borrow TSFD equipment for personal use.
8. Junior Firefighters may not operate TSFD vehicles.
9. Power tools, hydraulic and pressurized air operated equipment, and cutting devices such as chain saws/roof saws, air bags and Hurst Tools are to be operated only under the direct supervision of a trained fire officer. Power tool use is for training purposes only. All required protective gear must be worn by the Junior Firefighter when operating any power tool, hydraulic or pressurized air operated equipment, or cutting devices.
10. Junior Firefighters may climb TSFD ground ladders for training purposes only. Any ladder use must be under the direct supervision of a TSFD fire officer or his/her designee. A ladder belt or safety harness and Protective gear must be worn at all times.
11. Junior Firefighters are not to participate in any TSFD activity during school hours. Junior Firefighters are not to leave school, or a school sponsored activity, for any TSFD activity. Junior Firefighters will not be assigned pagers or radios.
12. Junior Firefighters must attend a minimum of 30% of training drills or meetings conducted each year. Junior Firefighters do not respond to emergency calls.
13. Junior Firefighters attending high school may collect the 40 volunteer hours that they need to graduate high school through the Junior Firefighter Program.
14. Junior Firefighters are responsible for the care of any TSFD gear issued to them.
15. Junior Firefighters may not fill SCBA air bottles, and are to remain clear of the filling area when air bottles are being filled.
16. Junior Firefighters must report any injury to a TSFD fire officer or safety officer.
17. No Junior Firefighter may accept monetary payment or gifts for services rendered as a firefighter. Any citizen offering payment of any kind should be advised that payment for firefighting services is not expected. Those individuals seeking to make a contribution should be advised to contact the Fire Chief of the department to make a voluntary contribution to TSFD.

RECRUITMENT – AUXILIARY FIREFIGHTER PROGRAM/GUIDELINES

In addition to the Junior Firefighter Program, the Temiskaming Shores Fire Department wishes to establish an Auxiliary Firefighter Program. The program is being established as an opportunity for men and women aged 18 years of age and older, who may be, or are planning on attending post-secondary school, and interested in serving their community and preparing themselves to become active Volunteer Firefighters. This program is also designed to provide men and women who may also wish to become Auxiliary Firefighters to serve in other tasks that are not considered life-threatening, or men and women who do not plan to become a full member Volunteer Firefighter. The program allows for up to six (6) Auxiliary members to be on the department.

Auxiliary members may train with Volunteer Firefighters and after completing the required recruit training and when approved by the Fire Chief, may be allowed to attend emergency calls when

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requested to do so and assist in tasks that are considered non-life threatening and provide support to Volunteer Firefighters.

The Temiskaming Shores Fire Department Training Officer shall be the primary contact for the Auxiliary Firefighter, and shall serve as the Auxiliary Firefighters training officer.

ELIGIBILITY

1. Any resident of the City of Temiskaming Shores, or non-resident as otherwise recommended by the Fire Chief, 18 years of age or older, may make application for membership to the Temiskaming Shores Fire Department as an Auxiliary Firefighter.
2. The applicant must complete an Auxiliary Firefighter application, and meet the following minimum requirements:
 - a. Have and maintain a Valid Driver’s License for those Auxiliary members who may be required to operate fire department apparatus as approved by the Fire Chief or his or her designate.
 - b. Provide a satisfactory driver’s abstract when requested.
 - c. Must have a complete physical examination and return the Medical Examination Form (provided by the department) complete with the signature of the Medical Examiner indicating the candidate is physically capable of performing the duties as outlined on the medical form.
 - d. As the work of an Auxiliary Firefighter will routinely bring them into contact with children or vulnerable adults, all candidates must provide a Vulnerable Persons Police Clearance Certificate which satisfies the department, and
 - e. Have a minimum of grade 12 education, have an equivalency, be attending school to obtain grade 12, or as may be recommended by the Fire Chief.
 - f. Must pass any such tests (aptitude or agility) as may be required by the Fire Chief.
 - g. Be legally entitled to work in Canada.

GENERAL RULES

1. The general standard of conduct is to act in the manner of a professional. Auxiliary Firefighters represent the TSFD, and are expected to be courteous and respectful to fellow firefighters and emergency service personal and all citizens served. The TSFD will not tolerate vulgar, offensive, discriminatory or threatening language or gestures at any time. Auxiliary Firefighters may not wear any article of clothing that, in the opinion of the Fire Chief, would be offensive to the public served. Violations will result in disciplinary action, and may include suspension or dismissal as outlined in the Establishing and Regulating By-law.
2. The TSFD maintains a “Zero Tolerance” policy with respect to drug and alcohol use and violation of public laws. Any possession or use of alcohol or illegal drugs, or being under the influence of alcohol or illegal drugs at any time while involved in TSFD activities, on TSFD property or in an apparatus will result in immediate and permanent suspension from the TSFD Auxiliary Firefighter Program as outlined in the Establishing and Regulating By-law.

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3. Auxiliary Firefighters may not use or display emergency identification on their personal vehicle (e.g., green lights and fire department plates) unless otherwise authorized by the Fire Chief.
4. Auxiliary Firefighters may wear clothing identifying them as a TSFD Auxiliary Firefighter, and assigned protective gear, uniforms or logo shirts/hats worn for official purposes only or as approved by the Fire Chief. Auxiliary Firefighters will not be issued identification cards.
5. Power tools, hydraulic and pressurized air operated equipment, and cutting devices such as chain saws/roof saws, air bags and Hurst Tools are to be operated only under the direct supervision of a trained fire officer. Power tool use is for training purposes only. All required protective gear must be worn by the Auxiliary Firefighter when operating any power tool, hydraulic or pressurized air operated equipment, or cutting devices.
6. Auxiliary Firefighters must attend a minimum of 30% of training drills or meetings conducted each year. Auxiliary Firefighters may respond to emergency calls at the request of the Fire Chief or his/her designate, but do not carry pagers unless otherwise authorized by the Fire Chief.
7. Auxiliary Firefighters are responsible for the care of any TSFD gear issued to them.
8. Auxiliary Firefighters must report any injury to a TSFD fire officer or safety officer.
9. No Auxiliary Firefighter may accept monetary payment or gifts for services rendered as a firefighter. Any citizen offering payment of any kind should be advised that payment for firefighting services is not expected. Those individuals seeking to make a contribution should be advised to contact the Fire Chief of the department to make a voluntary contribution to TSFD.

RECRUITMENT – VOLUNTEER FIREFIGHTERS

ELIGIBILITY

1. Any resident of the City of Temiskaming Shores, or non-resident as otherwise recommended by the Fire Chief, 18 years of age or older, may make application for membership to the Temiskaming Shores Fire Department as a Volunteer Firefighter.
2. For the purposes of ensuring adequate fireground staffing, twenty (20) shall be used as a guideline for the minimum number of volunteer firefighters per District Station. In no case shall the number of volunteer firefighters per District Station exceed twenty-five (25). These numbers exclude positions that do not contribute to ensuring adequate staffing for fire ground operations as established by the City of Temiskaming Shores (Junior Firefighters and Auxiliary Firefighters).
3. Have a minimum of grade 12 education or an equivalency, or as may be recommended by the Fire Chief.
4. All applicants must complete a Volunteer Firefighter application as provided by the fire department, and submit it to the Fire Chief of the department.
5. In addition to any requirements outlined in Schedule “A” to By-Law No.2008-030, as amended, Establishing and Regulating By-Law, the following will outline the criteria for eligibility to be considered for appointment as a Volunteer Firefighter:

- a. Must have a complete physical examination and return the Medical Examination form complete with the signature of the Medical Examiner indicating the candidate is physically capable of performing firefighting duties.
- b. As the work of a Volunteer Firefighter routinely will bring them into contact with children or vulnerable adults, all Volunteer Firefighter candidates must provide a Vulnerable Persons Police Clearance Certificate which satisfies the department, and
- c. Must provide a satisfactory driver’s abstract indicating his or her driving record is satisfactory for the operation of emergency vehicles. A satisfactory driver’s abstract should not have more than 4 demerit points. Have no more than 2 convictions for the same offence. Have no criminal code convictions, and have no non-medical or administrative license suspensions in the preceding three years.
- d. Be legally entitled to work in Canada.
- e. Must have a willingness to acquire a Class DZ Driver’s License within six (6) months of completing the probationary period.
- f. It is incumbent upon all members to ensure they hold a current Ontario Driver’s License. A photocopy of each member’s license shall be retained in each member’s personnel file. The Fire Chief for the City of Temiskaming Shores may request a driver’s abstract for any, or all, members at random.
- h. Must be willing to work in adverse conditions.
- i. Must be willing to be on call twenty-four (24) hours a day.
- j. Must be able to work well with others within a paramilitary (Incident Management System) work environment.
- k. Must participate in the department’s training program.
- l. Must pass any such tests (aptitude or agility) as may be required by the Fire Chief.
- m. Must annually attend fifty percent (50%) of emergency calls and seventy percent (70%) of scheduled training unless otherwise approved by the District Fire Chief and/or Training Officer as outlined in the department’s training program.
- n. All members shall conduct themselves in a manner, which will not bring discredit to the good reputation of the Temiskaming Shores Fire Department and its members.
- o. Any costs associated with section a, c, d, and e, the Municipality will reimburse the successful candidate for the costs incurred.

GENERAL RULES

1. The general standard of conduct is to act in the manner of a professional. Volunteer Firefighters represent the TSFD, and are expected to be courteous and respectful to fellow firefighters and emergency service personal and all citizens served. The TSFD will not tolerate vulgar, offensive, discriminatory or threatening language or gestures at any time. Volunteer Firefighters may not wear any article of clothing that, in the opinion of a fire officer, would be offensive to the public served. Violations will result in disciplinary action, and may include suspension or dismissal as outlined in the Establishing and Regulating By-law.
2. The TSFD maintains a “Zero Tolerance” policy with respect to drug and alcohol use and violation of public laws. Any possession or use of alcohol or illegal drugs, or being under the influence of alcohol or illegal drugs at any time while involved in any approved TSFD activities, on TSFD property or in apparatus will result in immediate and permanent suspension from the TSFD as outlined in the Establishing and Regulating By-law.
3. All members shall conduct themselves in a manner, which will not bring discredit to the good reputation of the Temiskaming Shores Fire Department and its members.
4. Volunteer Firefighters will be issued identification badges. Identification badges must be returned upon leaving the department unless otherwise authorized by the Fire Chief.
5. Volunteer Firefighters are responsible for the care of any TSFD gear issued to them.
6. Volunteer Firefighters must report any injury to a TSFD fire officer or safety officer.
7. No Volunteer Firefighter may accept monetary payment or gifts for services rendered as a firefighter. Any citizen offering payment of any kind should be advised that payment for firefighting services is not expected. Those individuals seeking to make a contribution should be advised to contact the Fire Chief of the department to make a voluntary contribution to TSFD.

SELECTION PROCESS (Volunteer/Auxiliary Firefighters)

1. The selection process shall consist of the following:
 - a. **Application Review:** When the department is seeking to fill a vacancy, an application review shall be conducted by the Fire Chief and the District Chiefs. The District Chief and or Station Officers may conduct an initial interview with a candidate. The District Chief shall then make a written recommendation to the Fire Chief for consideration of appointment of any potential candidate.
 - b. **Interview:** Final Interview for Volunteer positions or Volunteer Firefighter(s) shall be conducted by the Fire Chief who may seek assistance from the City Manager, Director of Corporate Services, District Fire Chief, Deputy District Fire Chief, or Officers as may be appropriate to ensure a fair evaluation of all candidates.
 - c. **Recommendation:** After the final interview, the Fire Chief may submit a recommendation to Council for consideration of appointment of the candidate.

2. Medical exam reports, Vulnerable Persons Police Clearance checks, and Driver’s Abstracts must be presented prior to the appointment of the position by Municipal Council, unless otherwise authorized by the Fire Chief.
3. The final approval of the appointment of a Volunteer/Volunteer Firefighter is the responsibility of Municipal Council upon recommendation of the Fire Chief for the City of Temiskaming Shores. The effective appointment date shall be the date of the passing of a resolution approving the appointment by Municipal Council.

PROMOTION AND ADVANCEMENT

1. The following shall apply for all promotions within the department of all Volunteer positions including Company Officers (Captain), Deputy District Chiefs, District Chiefs.
2. The position shall be posted internally for fourteen (14) days at the respective station.
3. Applications must be completed using forms provided by the Municipality and submitted to the Fire Chief for the City of Temiskaming Shores.
4. Candidates will be required to complete an Interview with the interview panel. The interview panel may consist of the following:
 - Fire Chief
 - District Fire Chief(s)
 - City Manager
 - Member(s) of Council
 - Director of Corporate Services
5. The final approval of the promotion of any fire department officers is the responsibility of Municipal Council upon recommendation of the Fire Chief for the City of Temiskaming Shores approving the appointment. The effective appointment date shall be the date of the passing of a resolution approving the appointment by Municipal Council.

APPLICATIONS

Applications will only be accepted at the Temiskaming Shores Fire Department Administration Office, or mailed to:

Temiskaming Shores Fire Department
Attention Fire Chief
P.O. Box 2050
Haileybury, ON
P0J 1K0

We want to acknowledge the effort every applicant puts into the pursuit of being a Volunteer Firefighter and the desire each possess to assist in the protection of our Community.

THANK YOU FOR CONSIDERING JOINING THE TEMISKAMING SHORES FIRE DEPARTMENT!

Honorarium and Coverages

1. It is the practice of the City of Temiskaming Shores to provide an honorarium for Volunteer Firefighter activities. The determination of pay or honorarium varies from station to station and is based on a points system (so many points per call or event).
2. Although the points system is administered at the station level, the City is responsible to issue the honorarium and ensure required deductions are made. The City also issues all T4's as required. Honourariums are issued during every first pay period in June and again in December annually.
3. The City of Temiskaming Shores provides WSIB and/or liability coverages for all Volunteer Firefighters and Auxiliary Firefighters under existing policies. Note, WSIB coverages are provided only to those volunteers actively engaged or may be actively engaged in firefighting activities.
4. The City of Temiskaming Shores provides an annual Firefighter Appreciation and Awards Banquet for the Volunteer Firefighters. The purpose of this event is to recognize the achievements and milestones reached by Volunteer Firefighters. Recognition awards are presented to Firefighters for every five years of service, outstanding achievement awards, and in addition to any Federal or Provincial awards they may be eligible for.
5. All Volunteer Firefighters are provided with a full pool and fitness membership free of charge.
6. All personal protective equipment and required uniforms are supplied free of charge.
7. The City of Temiskaming Shores provides free of charge, all costs associated with Volunteer Firefighters to obtain DZ Licensing in order to operate fire department apparatus.
8. All Volunteer Firefighters are able to participate in the department's extensive training program, including 1st Aid, CPR, and AED training provided free of charge.
9. Volunteer Firefighters are provided opportunities to attend the Ontario Fire College and other enhanced training opportunities with the costs associated with these courses provided by the City of Temiskaming Shores.
10. All Volunteer Firefighters are provided significant opportunity for growth and advancement, and the opportunity to serve their community – free of charge.





Junior Firefighter Program Application

15 – 17 Years Of Age

Personal Information (Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56.)

Name _____
Last First Initial

Phone Number _____ Birthdate _____

Address _____

School: _____ Grade: _____

Email Address _____

T-Shirt Size: Youth S. 6/8 Youth M. 10/12 Youth L. 14/16
 Adult S. Adult M. Adult L.

Parent/Guardian Name _____

Address _____

Phone Number _____ Cell _____

Email Address _____

Emergency Contacts

Name _____

Phone Number _____ Cell _____

Name _____

Phone Number _____ Cell _____

Medical Information

Medical Conditions _____

Allergies _____

Do you take any medication? Yes No



Junior Firefighter Program Application

15 – 17 Years Of Age

Background Information (use another sheet of paper if more space needed)

Have you ever been arrested, ticketed, fined, etc? Yes No

If Yes, Please list the date(s) and what the charge(s) were/was:

Additional Information (use another sheet of paper if more space needed)

What interests you the most about becoming involved with the TSFD?

Please list other activities, that you are involved in (Sports, Volunteer Work, Church, etc.)



Junior Firefighter Program Application

15 – 17 Years Of Age

AGREEMENT, WAIVER AND RELEASE FORM

(Please Print and sign)

I _____, do hereby consent to allow my child _____ to participate in the Junior Firefighter Program with the Temiskaming Shores Fire Department. In consideration of the above described program, I, on behalf of my minor child, and myself hereby agree to release and hold the City of Temiskaming Shores, its officers, agents, employees and volunteers harmless from any and all liability for any injury or loss suffered by my minor child or myself, arising from or in any way connected to this program.

Parent/Guardian Signature

Date

PHOTO RELEASE FORM

(Please Print and sign)

I _____, do hereby consent to permit the City of Temiskaming Shores, the Temiskaming Shores Fire Department to photograph me or my children participating in the Junior Firefighter Program for use in publicity or publications for the City of Temiskaming Shores, the Temiskaming Shores Fire Department and will not seek compensation for such.

Parent/Guardian Signature

Date



Junior Firefighter Program Application

15 – 17 Years Of Age

CONTRACT OF UNDERSTANDING

I and my son/daughter have read ALL of the Junior Firefighter Guidelines and understand the guidelines set up to outline the purpose of the Junior Firefighters. I and my son/daughter understand that Junior Firefighters serve as supporters of the TSFD and its Volunteer Firefighters to learn the basics of Firefighting and to prepare to become a full member Volunteer Firefighter. I and my son/daughter understand that Junior Firefighters are to follow all instructions from members of the TSFD and that the general standard of conduct is to act in the manner of a professional. I and my son/daughter understand that he/she is expected to be courteous and respectful of other members (Junior, Auxiliary and Volunteer Firefighter) and to all citizens as they are representing the Temiskaming Shores Fire Department. I and my son/daughter understand there is a "zero tolerance" policy regarding drug and alcohol use. I and my son/daughter understand that by signing this Contract of Understanding we are declaring that any violation of the guidelines is grounds for immediate dismissal.

Parent/Guardian Signature

Date

Applicant Signature

Date

TSFD Use:

Fire Chief Approval _____ Date _____

APPENDIX "B"

- Auxiliary Firefighter
- Volunteer Firefighter



Volunteer Application

Please Print

Personal Information Confidential when completed			
Last Name	Given Name	Initial	
Address			
Telephone	Residence:	Cellular:	Work (optional):
Emergency Contact		Emergency Contact Telephone	
E-mail Address			
Volunteer Eligibility Requirements			
<p>What hours would you be available? (check all that apply)</p> <p><input type="checkbox"/> Weekdays</p> <p><input type="checkbox"/> Weekends</p> <p><input type="checkbox"/> Weeknights</p> <p><input type="checkbox"/> Other (please explain)</p> <p>_____</p> <p>_____</p> <p>Would your employer allow you to leave work for emergency calls?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Are you legally eligible to work in Canada?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Do you meet the City's Eligibility Requirements as stipulated under By-law No. 2008-030</p> <p><input type="checkbox"/> 18 years of age or older.</p> <p><input type="checkbox"/> Completed Grade 12 or equivalency</p> <p><input type="checkbox"/> Submit a Vulnerable Persons Police Clearance Form</p> <p><input type="checkbox"/> Submit a Medical Fitness Assessment Form</p> <p><input type="checkbox"/> Submit a MTO Driver's Abstract Form</p> <p><input type="checkbox"/> Resident City of Temiskaming Shores</p> <p><input type="checkbox"/> Agrees to abide by all departmental rules, policies, procedures and operational guidelines.</p>	
<p>Are you able to understand oral and written English?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Are you able to understand oral and written French?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Other Languages? Describe:</p>	
<p>Have you ever been convicted of a criminal offence for which you have not received a pardon?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If Yes Describe:</p>			

Volunteer Firefighter Application Form

Employment Experience	
Present Employer: Supervisor: Address: Telephone: May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Position: How long have you been employed there? Duties:
Previous Employer: Supervisor: Address: Telephone: May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Position: How long were you employed there? Duties:
Volunteer Experience	
Present Volunteer Organization: Contact Name: Address: Telephone: May we contact this organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	Position: How long have you volunteered there? Duties:
Previous Volunteer Organization: Contact Name: Address: Telephone: May we contact this organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	Position: How long did you volunteer there? Duties:

Volunteer Firefighter Application Form

Related Skills or Experience

Previous firefighting or emergency response experience?

Yes No Please Describe:

Previous military or police experience?

Yes No Please Describe:

Other experiences that may apply to this position?

Yes No Please Describe:

Other Licences and Certificates

CPR

Expiry Date:

First Aid

Expiry Date:

Defibrillation

Expiry Date:

Ontario Driver's Licence

Expiry Date:

Class: A D Z F G G2 G1

Description

Date

Description

Date

Description

Date

Education Background

Elementary School Name:

Highest grade/level completed

Secondary School Name:

Highest grade/level completed

Post Secondary Education:

Major or Specialization:

Level or Degree Achieved

Resume and copies of all licences, diplomas or certificates attached.

Volunteer Firefighter Application Form

Conditions of Acceptance:

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

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

Signature of Applicant

Date

Personal information is collected under the authority of the Municipal Freedom of Information and Privacy Act and will be used for candidate selection purposes only. This application form complies with the Ontario Human Rights Code.



MEDICAL EXAM FORM

RE:

Dear Physician;

Please complete the following questionnaire with regard to the applicant's ability to meet the physical, emotional and psychological demands of this position. For your reference, a brief role description of the position is as follows:

VOLUNTEER FIREFIGHTER – ARDUOUS (MEDICAL EXAM REQUIRED)

Duties involve field work requiring physical performance calling for above-average endurance and superior conditions. These duties may include an occasional demand for extraordinarily strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Requirements include running, walking, climbing, jumping, twisting, bending, and lifting more than 50 pounds; the pace of work typically is set by the emergency situation. Volunteer Firefighter is a physically demanding position.

Applicant Information:

Name: _____

Address: _____

Phone: _____

Physician Information:

Name: _____
(please print)

Address: _____

Phone: _____

Assessment:

Please review the role description carefully.

1. Is the applicant medically fit to perform the duties described? Yes No

2. Is the applicant prescribed any medication that may affect his or her ability to perform the duties described? Yes No

3. Are there any other medical concerns that may impact on the individual's ability to perform the duties described? Yes No

Comments: _____

I, the undersigned, am a legally qualified medical practitioner, licensed to practice in the Province of Ontario. This report confirms my evaluation and medical opinion of the applicant.

Physician's Signature

Date



Volunteer Service Agreement

The Temiskaming Shores Fire Department agrees to accept the volunteer service of _____ beginning on the date appointed by Council.

Fire Department Commitments

We commit to providing the following in order for _____ to meet the responsibilities of his or her assigned role:

- Relevant and timely information pertaining to the operations and processes of the fire department.
- Education and training necessary for safe and effective performance.
- Equipment and resources necessary for safe and effective performance.
- Adequate supervision, feedback and guidance for safe and effective performance.
- Recognition and acknowledgement for his or her efforts and contribution.
- Information and support to assist the volunteer and his or her significant others to cope with the stressors inherent in the assigned role.

Volunteer Commitments

I, _____ agree to serve as a volunteer with Temiskaming Shores Fire Department. I commit to:

- **Perform volunteer duties** to the best of my ability and be an active participant in fire department functions including emergency response, training, prevention activities, public education events, administrative tasks, hall and vehicle maintenance tasks as assigned.
- **Meet time and duty expectations** for emergency response, training, prevention activities, public education events, administrative tasks, hall and vehicle maintenance tasks as assigned. If unable to commit to these expectations, I will provide adequate notice so that alternate arrangements can be made.
- **Adhere** to fire department policies, procedures and operating guidelines.
- **Participate**, as requested, in Association activities such as social events and fundraising activities.
- **Act in a manner** that will promote the positive reputation of the fire department and maintain the trust of the public we service, including maintaining confidentiality and professionalism.

Agreed to on this _____ day of _____, 20_____

Volunteer

Fire Chief



Code of Ethics

1. The Fire Chief of the department is responsible to Council for the proper administration and operation of the department, for the discipline of its members and in doing so may make such general orders and departmental policies and procedures as may be necessary for the care and protection of the department and generally for the efficient operation of the department, provided such general orders and rules do not conflict with the provisions of any by-laws of the City of Temiskaming Shores.
2. Every member will comply with all general orders, policies, operational guidelines and department rules and regulations.
3. Every member shall distinctly understand that they are entirely under the direction of the officer in charge or senior officer of the department while on duty at emergencies, in the station, at training, on parade or while acting as a member of the department in any manner, and that all orders given by an officer must be immediately acted on and implicitly obeyed under the penalty of suspension.
4. All members are required to notify the Fire Chief or his or her designate within 48 hours of any change to their address or telephone number.
5. Every member will respond at once when summoned to an emergency by travelling directly to the fire station or scene as directed and placing him / her self under the command of the officer or senior officer in charge.
6. Every Firefighter that is involved in suppression activities, will be capable of donning, wearing and operating a Self Contained Breathing Apparatus (SCBA). As such, the requirements of CSA Z94.4 current edition will be the benchmark. Every suppression member will refrain from having beards, goatees, heavy sideburns and untrimmed hair that interferes with the proper and safe wearing of the SCBA.
7. Every member who commits his / her self to an emergency is expected to perform all duties as required as their assigned role in the department in order to handle the various situations as presented.
8. No member will leave his / her duty without the permission of the officer in charge while at the emergency scene or at training.
9. All members shall assist in returning all apparatus and equipment to a state of readiness after emergencies, training sessions or when otherwise requested.
10. NO MEMBER:
 - While in uniform shall enter any premises where alcoholic beverages are sold or consumed except in the performance of fire department duties as assigned;
 - Shall be partially dressed in a fire department uniform, while representing the department.

APPENDIX "E"

- Shall consume alcoholic beverages or drugs while on duty that will impair his / her ability to perform the duties required of them.
 - Shall respond to an emergency, training session, assigned duty or any other department function or activity when his / her ability is impaired by any intoxicating beverages, drugs nor shall they be permitted to remain on duty if found to be impaired.
11. Every member is required to maintain the following attendance requirements to remain as a member of the department.
 - Regular scheduled training sessions 70%
 - Emergency responses 50%
 12. Every member required to attend regular training and who is absent from six consecutive training sessions shall be deemed to be "Absent Without Leave", unless previously authorized by the Fire Chief or his or her designate. Prior to returning to active duty, the member shall meet with the Fire Chief to offer an explanation as to their absence prior to the member being allowed to return to active duty.
 13. Every member shall understand that items of issue: helmet, bunker gear, boots, pager, charger, ID card, badge, keys, uniform pieces, training manuals, text books, manuals etc. are the exclusive property of the Temiskaming Shores Fire Department and shall be returned as directed by the Fire Chief.
 14. Every member shall be responsible for the proper care and control of equipment or items issued to him / her. Firefighters shall immediately report the loss or damage of any equipment to their immediate station officer.
 15. Every member who has been assigned a pager shall carry their pager with them at all times while in the municipality and be ready for active duty. They shall ensure that it is properly charged and functioning.
 16. Every member is prohibited from borrowing, lending or removing any fire department equipment without the expressed permission of the Fire Chief or his or her designate.
 17. Every member shall conduct him / her self in a manner which is in keeping with the good reputation, order and discipline of the department. No member while on duty or representing the department shall use profane, immoral, indecent language, gestures or actions or be guilty of conduct, which may be prejudicial to the good reputation, order and discipline of the department.
 18. Any member charged with unseemly conduct to a fellow Firefighter or conduct otherwise unbecoming of a Firefighter, may if an investigation of the charges be substantiated, be dismissed.
 19. Any member, who alleges unfair treatment or harassment, will follow the existing harassment policy of the City of Temiskaming Shores.
 20. Any member who is unable to perform the duties expected of him / her as outlined in the approved job description due to illness, injury, work, educational involvement or personal situations, must notify the Fire Chief as soon as practical in writing and provide details and / or documentation as requested. The Fire Chief for substantiated reasons may grant a leave of absence in accordance with the appropriate policy.

APPENDIX "E"

21. No member shall supply information relative to the department or operations thereof unless authorized by the Fire Chief to any person and shall refer all requests for information to the Fire Chief.

22. Every member who is injured or involved in an accident while reporting to, or on duty, will immediately report the injury to their immediate supervisor or station officer.

23. Every member shall obey all rules and regulations of the Highway Traffic Act while on duty and while responding to emergencies.

24. All members will be thoroughly familiar with the geographical area served by his / her station including the conditions of the routes of travel and the locations of suitable seasonal water supplies.

25. No member shall solicit the influence or support of anyone to secure a transfer, promotion or other advantage.

26. Every member who finds valuables at an emergency scene will notify the Incident Commander who will secure the valuables and take the appropriate action with the proper authorities.

I have read and understand Policy #, Rules and Regulations and further understand that non-compliance with any one or more of the rules and regulations may be cause for disciplinary action up to and including a recommendation for dismissal from the department. I further understand that it is my responsibility to review the Temiskaming Shores Fire Department's Operational Policies and Guidelines as printed and posted from time to time in the fire stations.

Fire Chief

Firefighter's Signature

Date

Temiskaming Shores Fire Department Organizational Chart

