

**Minburn County Fire Department**  
4909 50<sup>th</sup> Street Vegreville Alberta  
Telephone: (780)632-2082

# **Volunteer Firefighter Application Manual**



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## **INTRODUCTION**

Thank you for your interest in becoming a member of the Minburn County Fire Department. We are committed to recruiting talented and motivated individuals, who possess a high level of integrity, and have a desire to serve our community.



Firefighters are members of our team who play a key role in the delivery of fire services to the County of Minburn, Village of Mannville, and Village of Innisfree. Firefighters respond to fires, rescues, medical aid, hazardous materials, and a host of other calls to aid the public. The County of Minburn Fire Department responds to approximately 200 events annually. Apart from direct support to emergency operations, our members contribute countless hours of time in support of community activities.

## **OUR SERVICE**

Our firefighters are trained to nationally recognized standards. The requirement to operate independently means that our firefighters are well trained to perform their duties.

Firefighters come from all walks of life; from school teachers, to tradesmen, to farmers. Some of our members choose to take advantage of the skills and experience that they gain by pursuing a full time career in the fire service. Being a paid on call firefighter is rewarding, exciting and fun.

The Minburn County Fire Department operates 2 stations 1 in the Village of Mannville and 1 in the Village of Innisfree. Our Service is equipped with:

Mannville Station	Innisfree Station
1 - Pump/Rescue	1 – Pump/Rescue
1 – Water Tender	1 – Water Tender
2 - Wildland/Medical Rapid attack	1 – Wildland/Medical Rapid Attack

On a typical year MCFD responds to approximately 200 calls.

- 22% Fires (wildland and structure)
- 20% Motor Vehicle Collisions
- 52% Medical Assists
- 6% False Alarms/Other



## **SELF-EVALUATION QUESTIONNAIRE**

Use these questions to help you decide if becoming a Minburn County Fire Department firefighter is a good fit for you.

### **ASK YOURSELF:**

- Does my lifestyle support ethical and responsible choices and actions?
- Am I prepared to maintain a level of professionalism on and off duty?
- Am I actively supporting my community for the benefit of others?
- Am I physically able to perform firefighter job tasks?
- Am I able to meet the training requirements?
- Can I work for extended periods of time under difficult and strenuous conditions?
- Am I comfortable using different hand/power tools and technical equipment?
- Can I disengage from emotional suffering, tragedy or loss of life in order to complete essential job tasks?
- Am I familiar with and able to operate within a paramilitary working environment?
- Am I able to work harmoniously in close quarters with other persons?
- Do I treat all people with respect, dignity and professionalism regardless of race, creed, gender or beliefs?
- Am I able to and do I take steps to maintain a positive attitude?
- Am I able to motivate myself? Do I motivate others?
- Do I actively engage myself in a problem solving capacity?
- Am I able to follow and carry out complex oral and written instructions?
- Do I have an aptitude for life-long learning?
- Do I meet and am I prepared to maintain the minimum qualifications?

More information on firefighter environmental and working conditions can be found in Appendix A.

## **FIREFIGHTER PAY RATES, BENEFITS AND WORKING CONDITIONS**

Paid on call firefighters are compensated an hourly wage for all response hours, training sessions as well as all other approved activities.

### **FIREFIGHTERS' BENEFITS**

Paid on call firefighters are covered by Workers Compensation Board Alberta benefits, as well as On Duty insurance from VFIS Canada

### **FIREFIGHTERS' TAX DEDUCTIONS**

Paid on call firefighters are eligible to claim a \$1,000 CRA tax credit.

### **HOURS OF WORK**

Paid on call firefighters are expected to attend 60% of the district department training sessions.

### **TRAINING WE PROVIDE**

Paid on call firefighters are trained and certified (if necessary) at the Counties expense to NFPA 1001 Firefighter Level 1. This includes training and certification to NFPA 1072 Hazardous Materials Operations. Other training provided by the department includes, but is not limited to:

- Airbrake Endorsement
- First Aid with CPR HCP endorsement
- NFPA 1002 – Fire Apparatus Driver/Operator
- NFPA 1021 – Fire Officer I
- NFPA 1041 – Fire Service Instructor I
- Incident Command System 100 & 200
- NFPA 1051 Wildland Firefighter

## **MINIMUM FIREFIGHTER QUALIFICATIONS**

### **You must be:**

- At least 18 years of age on the date of your application.
- At least 18 years of age on the date of your application.
- Eligible for employment in Canada - you 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., holder of a work visa).
- A valid Provincial driver's license with no current suspensions or driving prohibitions.

### **Desirable Training and Experience**

- NFPA 1001 certification or completion of other fire service related courses
- Previous firefighting experience either as a Career, Paid- on-Call or Volunteer
- Training or experience at the technical, trades or equivalent level

### **Living Boundary**

A paid on call firefighter must reside within the County of Minburn boundaries.

## **APPENDIX A**

### **ENVIRONMENTAL AND WORKING CONDITIONS**

Environmental factors play a large role in the performance of a firefighter's duties. Some working conditions that firefighters experience as part of normal operating procedures include:

- The requirement to respond to alarms "fit for duty", both mentally and physically.
- Performing required tasks while wearing full personal protective equipment including self-contained breathing apparatus.
- Withstanding strong vibrations over extended periods of time i.e., riding in emergency vehicles, operating/holding heavy power tools in awkward positions, etc.
- Working quickly to extinguish fires in extreme heat and when visibility is poor/non-existent.
- Experiencing physically demanding tasks during extreme fluctuations in temperature.
- Lifting, carrying, butting, extending and climbing ladders to extreme heights, while maintaining balance and maneuvering in unwieldy positions.
- Working in hazardous areas that are hot, wet, slippery, muddy, icy, dirty, cramped, etc.
- Working on and around moving machinery, vehicles and equipment.
- Being aware of and protecting against: burns and other injuries; exposure to sharp objects, hazardous substances through inhalation, injection, ingestion and absorption; high noise levels; infectious agents/biological hazards; radiation hazards; smoke; dust; noxious odors and contaminants; uninstalled or unshielded electrical equipment.

### **FITNESS REQUIREMENTS**

The fire department views fitness as an integral component in firefighting due to the physical strain induced while performing operational tasks. The impact varies according to each person's muscular strength/endurance, cardiovascular conditioning, motor coordination and flexibility.

#### **PHYSICAL DEMANDS / BACKGROUND**

The risk of injury in firefighting and rescue work results mainly from:

- The use of various heavy machines and apparatus
- Dangerous entrances and awkward spaces
- Extreme heat exposures
- Rapidly changing environmental conditions

In emergency situations, firefighters must be physically able to act quickly and at times, under duress. For example:

- In a multi-story structure fire, a firefighter climbs stairs while wearing heavy and cumbersome personal protective equipment [weighing up to 25-kg] and carrying tools [weighing up to 15-kg]. Following this strenuous stair climb, the firefighter must be fit enough to then carry out physically demanding operational tasks.
- In rescue operations associated with traffic accidents, a firefighter must be capable of handling hydraulic tools [weighing up to 20 kg] in strenuous and awkward work positions for considerable lengths of time.

## **TYPICAL TASKS AND DUTIES OF A FIREFIGHTER**

### **FIRE SUPPRESSION DUTIES**

All on-scene fire ground operations are performed while wearing department issued protective personal equipment and may include donning, doffing and regulating a self-contained breathing apparatus.

### **EMERGENCY RESPONSE / INITIAL SCENE ASSESSMENT**

- Accurately receiving/comprehending radio dispatched information
- Responding to residential/industrial/structural/wildland fire emergencies
- Responding to rescues/requests for assistance/reports of smoke
- Responding to electrical hazards/potential sites of ignition
- Safely driving/riding in firefighting/emergency apparatus in response mode
- Identifying on-scene hazards and seeking the source of the fire
- Advising commanding officers of on-scene fire conditions and hazards
- Assessing the emergency scene and determining if assistance from additional fire personnel, law enforcement, medical examiner and/or utility personnel is required
- Determining the stability of supporting surfaces
- Determining the safest route for extricating/evacuating victims
- Following radio response protocols including exchanging information with other crew members, dispatchers and commanding officers at the scene
- Shutting off utility services to building

### **HOSE HANDLING**

- Calculating building height in meters from its floors
- Determining water stream required to reach the fire
- Calculating liters or gallons per minute out of a particular size hose
- Determining the number of lines needed to extinguish the fire
- Wrapping hose around a hydrant to stretch it out and ensure it reaches the port
- Removing the hydrant cap with a wrench
- Coupling a hose connection to the hydrant
- Coupling and uncoupling hose connections
- Dragging/extending accordion folded or flat load, uncharged
- Opening hydrant to charge fire hose
- Dragging/holding a charged hose unassisted and opening the nozzle
- Applying a hose clamp to a charged/uncharged hose

### **PUMP OPERATIONS**

- Calculating, achieving and maintaining correct water pressure for hose lines
- Operating foam dispensing equipment
- Inspecting and maintaining fire apparatus during operation by checking gauges and preventing freeze up

### **PRIMARY SEARCH**

- Verbally communicating while wearing personal protective equipment [i.e., a face piece and self-contained breathing apparatus]
- Crawling on floors with limited visibility, feeling around for the heat of the fire source
- Systematically searching for victims including missing firefighters
- Extricating trapped conscious/unconscious victims
- Dragging/carrying/removing conscious/unconscious victims from danger source
- Unassisted, dragging/carrying conscious/unconscious victims down stairs/out of buildings
- Unassisted, carrying conscious/unconscious victims down ladders

### **FIRE GROUND OPERATIONS**

- Calculating building height in meters from its floors to elevated fire apparatus and/or ground ladders to correct height
- Being aware of electrical lines/hazards when positioning fire apparatus, ladders, etc.
- Removing extension ladder from apparatus and placing in position
- Butting ladder, raising halyard to desired length and then positioning the ladder by lowering it into its objective
- Climbing ground ladders
- While on a ladder or from other heights [i.e., rooftops], directing hose/nozzle at fire
- Removing from apparatus and transporting/placing heavy equipment into operation [i.e., positive pressure fans, power plants, ladders, tools]
- Hoisting equipment to upper levels with a rope
- Carrying heavy equipment up stairs
- Determining when to open roofs, walls and doors
- Making openings for ventilation using hydraulic/power/hand-tools
- After a fire is extinguished, checking for smoldering fire inside walls and ceiling
- Lowering ladders and re-bedding them onto apparatus
- Reloading wet hose back onto apparatus

### **FIRE SUPPRESSION**

- Using unwieldy tools [i.e., axes, sledge hammers, etc.] to make forcible entries
- Entering smoke filled buildings/rooms with a hose in hand
- Dragging charged hose on stairs and around obstacles [i.e., furniture, walls]
- Extending the hose line to a fire
- Opening a nozzle on a charged hose line
- Operating/holding a charged line in confined spaces/awkward positions
- Monitoring hot spots/preventing flare ups



### **SALVAGE/OVERHAUL**

- Securing/preserving evidence at fire scene
- Stabilizing walls/roofs
- Moving furniture/valuables and protecting them with salvage covers
- Creating dikes for channeling water out of building
- Removing burned and charred waste

### **PRE-HOSPITAL CARE**

On-scene pre-hospital care is performed while wearing department issued protective personal equipment.

- Accurately receiving/comprehending radio dispatched information
- Removing from apparatus and carrying to scene heavy trauma bag
- Donning additional personal protective equipment i.e., gloves, masks, etc.
- Assessing patient condition and providing initial medical care
- Managing hysterical/agitated/unstable patients requiring medical attention
- Applying resuscitation measures as necessary
- Performing CPR or other appropriate cardiac emergency procedures
- Setting up and operating an Automatic External Defibrillator
- Administering oxygen
- Controlling bleeding/immobilizing fractures/bandaging wounds
- Treating shock
- Assisting in childbirth
- Gathering information from a patient or family regarding the patient's medical history
- Providing concise/complete information to paramedics regarding status of patient(s)
- Assisting paramedics with continued care of the patient
- Preparing and transferring a patient to an emergency vehicle

### **VEHICLE EXTRICATION**

Vehicle extrication is performed while wearing department issued protective personal equipment, which may include donning, doffing and regulating self-contained breathing apparatus.

- Controlling the accident scene to protect self, crew, victims, witnesses, etc.
- Directing traffic around accident scene
- Stabilizing vehicles using cribbing and other necessary tools
- Removing from apparatus, carrying, starting and operating heavy/hydraulic equipment to extricate trapped victims
- Safely freeing/removing persons from entrapments
- Preserving evidence at the scene
- Sweeping up/picking up glass, debris and hazardous material spills

### **PROMOTING POSITIVE PUBLIC RELATIONS**

- Using tact and diplomacy when dealing with all citizens
- Treating citizens, co-workers and members of mutual aid agencies respectfully and with dignity and professionalism regardless of race, creed, gender or beliefs
- Interacting and working successfully with citizens and any outside agencies
- Providing fire education programs to the public
- Making public education appearances
- Conducting demonstrations at community events
- Volunteering time and/or participating in fundraisers for charitable work

### **FIRE STATION DUTIES**

- Maintaining physical and mental abilities to be 'fit-for-duty'
- Presenting a clean/neat personal appearance to maintain proper department
- Maintaining positive and harmonious working relationships with crew members
- Removing used equipment from apparatus after calls for cleaning/drying
- Removing hoses from drying racks and storing them
- Preparing the emergency vehicles for the next response, including decontaminating and disinfecting unit and equipment, restocking supplies, inspecting equipment and making arranging for necessary repairs or replacement
- Performing facility repairs or requesting maintenance calls
- Storing fire equipment and supplies
- Replenishing fire hall supplies when needed
- Maintaining an inventory of tools and equipment
- Thoroughly inspecting, cleaning, polishing and maintaining apparatus, tools, equipment and personal protective equipment
- Inspecting, servicing and performing tests of personal protective equipment including self-contained breathing apparatus
- Performing equipment overhaul operations
- Performing regular service tests on all apparatus
- Participating in ongoing training drills to further develop and maintain proficiency
- Maintaining a neat and clean working/living environment at the fire hall
- Maintaining the exterior of the fire hall [i.e., lawns, walkways, driveways]
- Conducting fire hall tours

### **ADMINISTRATIVE DUTIES**

- Writing Patient Care Report forms and completing other administrative forms
- Completing computerized incident reports [data entry]
- Writing building fire inspection reports
- Completing in-station training materials and following departmental directions

## **TRAINING/DRILLS**

Reviewing training materials to learn and have a working knowledge of:

- Fire behavior and various causes of fire
- How to successfully attack a fire
- Building construction to predict fire reaction
- Forcible entry into buildings
- Ventilation methods to aid in extinguishing fires
- Appropriate fire streams given factors that can affect flow of water through air
- Water supply systems
- Hydraulics and pump operation
- Practicing and performing evolutions
- Caring for hoses, hose lays and hose use
- The characteristics of and proper use of ladders
- Various methods of rescue
- Ropes and knots to accomplish rescues, stabilize vehicles and haul tools
- Extricating victims from vehicles
- Principles of shoring trenches, hydraulics and weights/gravity
- Technical High Angle Rope Rescue techniques
- Confined Space awareness
- Computers and Computer programs
- Respective Workplace and Diversity
- Salvage and Overhaul
- Fire alarms and automatic sprinkler systems
- Hazardous materials and techniques
- The most direct routes to various addresses in a response area
- The locations of streets, water mains and hydrants in a response area
- Fire Rescue Service operational guidelines
- Other learning as identified by the Regional Fire Chief

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**PAID ON CALL FIREFIGHTER APPLICATION  
FORM**



Please select which fire hall you are applying to:

☐

Mannville

☐

Innisfree

*The personal information on this form is collected under the authority of s.26 of the Freedom of Information and Protection of Privacy Act. This information will be used for the purpose of determining the suitability of applicants for the position of paid on call firefighter. If you have any questions on the collection of personal information, please contact the Director of Protective Services at the County of Minburn at 780-632-2082.*

**Accurate, legible completion of this application form is the first step in the department screening process.  
Incomplete or inaccurate applications will not be accepted. Supply all information requested.**

**SECTION A: PERSONAL INFORMATION**

Last Name:	Given Name(s):	
Street Address:	City:	Postal Code:
Mailing Address (if different):	City:	Postal Code:
Phone:	Email Address:	

**SECTION B: BASIC REQUIREMENTS**

Are you legally entitled to work in Canada? <small>(To work in Canada you must have one of the following: Canadian Citizenship, Immigrant status with authorization to work)</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you currently live within the County of Minburn	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you 1 years of age or older?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you possess a valid AB Class 5 Driver's License?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have an Air Brake endorsement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you understand that applicants will be required to consent to a Driver's License Abstract?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you believe you are free of medical conditions that may preclude your participation as a paid on call firefighter?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you willing to participate in a medical check if required for paid on call firefighters?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you understand that paid on call firefighters are expected to be in good physical condition, and do you feel you are physically able to participate in the duties of a firefighter?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you understand that successful applicants are required to ensure a self-contained breathing apparatus mask will form a positive seal on the face?	Yes <input type="checkbox"/> No <input type="checkbox"/>



**PAID ON CALL FIREFIGHTER APPLICATION  
FORM**



**SECTION C: AVAILABILITY**

If accepted by the Fire Department, you will be required to attend regular training nights (approximately 7:00PM to 9:00PM). Can you meet this requirement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you understand that in order to be available for emergency call-outs, you must be able to arrive at the fire station promptly and be "fit for duty"	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you willing and able to retain and wear an emergency radio and respond to emergencies?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you willing and able to participate in the occasional weekend training program?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**SECTION D: SKILLS AND EXPERIENCE**

Experience: Please indicate if you have any of the following skills or training:

- ☐ First Aid Certificate/CPR/AED (date last taken):
- ☐ Previous Emergency Volunteer Experience - Explain:
- ☐ Previous Firefighter Experience – Explain:
- ☐ Skilled Trade:
- ☐ Other (Describe):

**SECTION E: REFERENCES (Preferably from current or previous employers)**

*Please provide two references that are not related to you.*

Last Name:	First Name:
Company:	
Phone Number:	
Last Name:	First Name:
Company:	
Phone Number:	

**SECTION F: DECLARATION OF APPLICANT**

☐ I certify that all the information submitted in this application is truthful and correct. I understand that if I provide information in connection with my application which is found to be untrue or incomplete, my application may be rejected and I may be subject to discipline up to and including termination if I am hired as a successful applicant.

Date: