

#### TOWN OF SMOKY LAKE



Title:	Regional Fir Firefighter F	e and Rescue Committee (RFRC): Recruitment	Policy No: FD-02 Ref: S.L County #31-01		
Section:	02	Code: P-I	Page No.: 1 of 11		

	Trademan III done A W ST 000 Trademan
Legislative Reference:	Alberta Provincial Statutes

Purpose:

In order to ensure the recruitment process is fair and impartial, a transparent screening process is implemented for all Smoky Lake Region Fire Department to be utilized in the recruitment of firefighter candidates to engage in Fire and Rescue services.

#### **Policy Statement and Guidelines:**

#### 1. STATEMENT:

- 1.1 The Smoky Lake Region Fire and Rescue Committee is committed to recruiting talented and motivated individuals, who possess a high level of integrity and have a desire to serve their community to save lives and property.
- 1.2 Firefighters are dedicated individuals that serve as part-time "Paid-On-Call" (POC) volunteer members who play a key role in the delivery of fire and emergency services to the Smoky Lake Region Fire and Rescue though three assigned Fire Departments located in the Town of Smoky Lake, Village of Vilna and the Village of Waskatenau.
- 1.3 POC Firefighters respond to fires, rescues, medical aid, hazardous materials, and a host of other calls to aid the public. The numbers of emergency responses will vary from department to department and from year to year. The requirement to operate independently requires that POC Firefighters recruited are competent to perform their duties and operate safely and efficiently.

#### OBJECTIVE:

- 2.1 The Smoky Lake Region Fire and Rescue is committed to providing the most effective and most efficient fire protection and rescue services to our region. Fire Departments are entrusted to protect the communities and the key role is in providing timely response to emergency situations. Therefore investment in recruiting, training and personal protective equipment is critical for our "paid-on-call" volunteer firefighters, and clearly communicates expectations of volunteer members to avoid frustrations and losses later.
- 2.2 To facilitate a standardized process for the Fire Department to effectively recruit Firefighters as a skilled position entailing fire fighting, rescue and other related emergency services. This policy will be an invaluable aid as an information packet explaining the recruitment process as well as provide an outline of the duties and responsibilities for the position of Firefighter.

And A

Title:	Regional Fir Firefighter F	e and Rescue Committee (RFRC): Recruitment	Policy No: FD-02 Ref: S.L County #31-01		
Section:	02	Code: P-I	Page No.: 2 of 11		

#### 3. GUIDELINES:

3.1 The scope of this policy provides a guideline to Firefighter Recruitment Process including standards and requirements that candidates are expected to meet throughout the recruitment screening process. The Recruitment Process for the Smoky Lake Region Fire and Rescue includes:

Applications	Paid-On-Call Firefighters Application Form is available on the Smoky Lake County's website. Hard-copy available at each respective municipal office and at each regional Fire Hall.
Interview	Interviews are done by each individual hall. They are meant to facilitate open and candid two-way communication.
	Interviews are part of a "risk management" approach for the fire department in the recruitment of firefighters.
Reference	Conducted following the interview. Candidates provide authorization by signing the Application Form.
Background Check	Candidates must provide documentation of a Criminal Record Check and proof of an updated Driver's License at the time of interview.
Medical History Assessment Questionnaire	Candidates will be required to submit a completed Medical History Assessment Questionnaire prior to being accepted.
	To screen and ensure if the applicant is in good enough physical health and condition to safely be a firefighter.
Selection	Is conducted by each Fire Department's Fire Chief.
Probationary Period	During probation, the member will receive ongoing training and evaluations regarding their ability to work as a team member and perform duties as a firefighter. Following the probation, A "Firefighter Performance Evaluation" will be completed by the Fire Chief.

3.2 This process is dedicated to recruiting individuals who demonstrate the qualities our communities expect of their firefighters and first responders, the ability to learn the diverse skills required by *National Fire Protection Association (NFPA) – Standard 1582 – Standard on Comprehensive Occupational Medical Program for Fire Departments*, and the right attitude to continue to learn and lead throughout an entire firefighting career.

AR M

Title: Regional Fir Firefighter Re	e and Rescue Committee (RFRC): cruitment	Policy No: FD-02 Ref: S.L County #31-01		
Section: 02	Code: P-I	Page No.: 3 of 11 <b>E</b>		

- 3.3 POC Firefighters need to recognize there is a time commitment required for both training and response to emergency calls is the vital role that firefighters serve to protect the community by responding to a wide variety of situations, ranging from emergencies that immediately threaten life or property to routine citizen requests for information and assistance.
  - 3.3.1 Firefighter <u>Job Profile</u> communicates the following characteristics to serve as a "<u>Facts List</u>" for the Applicants to understand the realities of firefighting:
    - respond to fires, rescues, medical aid, and hazardous materials calls.
    - using sophisticated firefighting and rescue equipment.
    - promoting fire safety in talks, advice and training sessions.
    - inspecting and enforcing safety standards in commercial and residential properties.
    - demonstrating the use of firefighting equipment.
    - performing practice drills.
    - working with Police and Ambulance service personnel.
    - undertaking physical and academic training.
    - checking and maintaining vehicles, equipment and hydrants.
  - 3.3.2 A detailed summary describing the essential duties of the position of Firefighter and the knowledge, skills and abilities associated to the Job Profile of a Firefighter is outlined, as per *Policy Statement No. M-01-38*: Firefighter: Job Description.
- 3.4 Fire fighting duties are performed by paid members. Part-time (Paid-On-call) Firefighters/Fire Responders are paid on an hourly basis, including training and special training, *in accordance with each respective Municipal "Fire Department" Bylaw.*
- 3.5 A firefighter participates in programs for the prevention of fires and the saving of life and property and is trained to nationally recognized standards, as per legislation identified in the *Alberta Occupational Health and Safety Code of Practice for Fire Fighters*.
- 3.6 There is no medical certification required to apply for this particular recruitment position. The Smoky Lake Region Fire and Rescue Committee believes that undertaking a medical evaluation provides a level of assurance that firefighters can meet the general public needs, and the importance to establish a best practice to move forward to recognize and support fitness and capacity standards for the overall well-being of a firefighter. Therefore, as part of the recruitment screening process, candidates are required to complete a Medical History Assessment Questionnaire to provide a general overview on their health and physical condition to safely perform duties of a firefighter.

AM M

Title:	Regional Fir Firefighter R	e and Rescue Committee (RFRC):	Policy No: FD-02 Ref: S.L County #31-01		
Section	02	Code: P-I	Page No.: 4 of 11		
			$\boldsymbol{E}$		

#### 4. PROCEDURES:

The steps in the Smoky Lake Region Fire and Rescue recruitment process include:

#### 4.1 Application Submission

- 4.1.1 Applying for a position as a Volunteer "Paid-On-Call" Firefighter is an open process. To collect general information, such as name, address, experience, and schooling; as well establishing the applicant availability options.
- 4.1.2 Completed "Paid On-Call Firefighter" Applications Forms will be accepted by each Smoky Lake Region Fire Departments, as per **Schedule "A": "Paid-On-Call Firefighter" Application Form** which identifies the capabilities of the Applicant.
  - Applications will be reviewed by the Fire Chief for minimum and preferred qualifications, and for completeness of the application package.

#### 4.2 Interview

- 4.2.1 Interviews are an important part of the "Paid-on-Call" firefighter applicant screening process gives the department the chance to evaluate the applicant's suitability and provide insight for the applicant about the reality of volunteer "Paid-on-Call" firefighting. The Fire Department will develop a standardized interview form and results should be recorded and kept in a personnel folder for each individual, along with their other application documents.
- 4.2.2 Smoky Lake Region Fire Department's Fire Chiefs, upon reviewing the candidate's application for completeness and suitability will schedule a personal interview. The interview conducted allows for the opportunity to learn more about candidate, their experiences and abilities, as an assessment of whether the applicant is a good fit for the position. This will also be a forum for the candidate and you to discuss any questions regarding the POC Firefighter experience.

#### 4.3 Reference

- 4.3.1 At this stage of the process, reference checks will be conducted to verify the past and current work history of the candidate. The application requests the applicant to provide at least two references one of these should be a current employer (when possible). Requiring an employer to be a reference will allow the fire department to determine how the applicant conducts himself/herself in a professional setting as well as providing the employer an opportunity to ask questions about the duties and expectations of volunteer firefighters.
- 4.3.2 The Application Form signed by the Candidate indicates permission is granted to do a follow-up with references giving the Fire Chief authorization to contact the indicated references.

pa h

Title: Regional Fir Firefighter Re	e and Rescue Committee (RFRC): cruitment	Policy No: FD-02 Ref: S.L County #31-01
Section: 02	Code: P-I	Page No.: 5 of 11 E

#### 4.4 Background Check

- 4.4.1 **Criminal Records Check:** Due to the nature of the position, Firefighters are viewed as a person in authority and may interact with members of the public at their most vulnerable. Therefore, police record check (Vulnerable Screening) are required for each candidate to ensure that no criminal record exists. A successful candidate must have a clear (RCMP) police records check prior to being hired.
  - 4.4.1.1 Should a candidate have a criminal record, a pardon can be requested and must be obtained within a specific agreed upon timeline. Each situation will be assessed on an individual basis and a determination made based on the nature of the offence and the length of time since the offence occurred which may result to disqualify an individual from becoming a Firefighter.
  - Applicants moving forward in the process will be contacted to make arrangements to provide a Criminal Record Check.
- 4.4.2 **Driver's Licence and Abstract:** Applicants moving forward in the process will be required to provide proof of current Driver's Licence minimum of Alberta Valid Class 5; and a recent driver profile (3-year Driver's Abstract) that indicates any infractions and suspensions of driving privileges at the cost to the Municipality.
  - 4.4.2.1 Acceptable Driving Record is determined as addressed in the Fire Departments Standard Operating Guidelines (SOG) or in accordance with the Motor Vehicle Division (MVD).
  - Applicants moving forward in the process will be contacted to make arrangements to provide a Driver's Abstract.

**NOTE:** These are necessary to ensure public safety when performing firefighting duties.

#### 4.5 Medical History Assessment Questionnaire

- 4.5.1 Fitness is extremely important throughout a firefighter's career. It allows them to do their job in a way that is safe for themselves and others. The Medical History Assessment is based on the <u>National Fire Protection Association (NFPA) 1582</u> Standard.
- 4.5.2 The Medical History Assessment Questionnaire, as per **Schedule "B"**: <u>"Medical History Assessment Questionnaire</u> will provide general information to ensure that the applicant is in adequate physical health to safely perform firefighting and fire related duties. If an applicant is not in good enough physical condition to safely be a volunteer POC firefighter, he or she should still be engaged in the department by doing administrative tasks.

AN M

Title:	Regional Fire Firefighter Re	and Rescue Committee (RFRC):	Policy No: FD-02 Ref: S.L County #31-01
Section:	02	Code: P-I	Page No.: 6 of 11 E

- 4.5.3 The candidate may voluntarily provide a Medical Evaluation completed by a licensed health care physician indicating that the candidate is medically able to undertake the physical demands of a POC Firefighter. The final step for a candidate before receiving a job offer a medical history assessment must be submitted, as per <a href="#schedule">Schedule "B"</a>: <a href="#mailto:" "Medical History Assessment Questionnaire">Questionnaire</a> and be ensured that the department will pay for any required testing and documentation.
  - The medical history assessment is only done after the interview and is a condition of employment. Medical records will abide in accordance by the **National Fire Protection Association (NFPA) 1582 Standard**. Medical information is only conveyed to the Fire Chief.

#### 4.6 Selection

4.6.1 The final process is to offer the position of volunteer "Paid-on-Call" Firefighter to the successful candidate. The selection is determined by each respective Fire Chief of the Fire Department.

#### 4.6.1.1 Probationary Period"

Upon successful completion of the Recruitment Process, the firefighter will be placed on a probationary period in accordance with each respective Fire Department. During the probation, the member will receive ongoing training and evaluations regarding their ability to work as a team member and perform the duties as a firefighter. The member will be paid for all training and regular duties performed during the probation.

A Firefighter Performance Evaluation will be conducted by the Fire Chief following the probationary period, should the member not meet the expectations of a POC Firefighter, they will be released from the Smoky Lake Region Fire and Rescue Services.

	DATE	RESOLUTION NUMBER				
Approved	December 5, 2017	2805/17				
Amended						
Amended						

chuk /

Adam Kozakiewicz

Chief Administrative Officer





## "Paid-On-Call" Firefighter (This information is Confidential)

APPLICATION FORM

Thank-you for your interest in becoming a member with the Fire Department! Ensure you have read all informational materials before filling out this application form. By filling out this application form, you are committing yourself to take part in the applicant screening process which includes interviews, reference checks, police record checks, physical and health assessments.

Please note:

Failure to agree to screening procedures may disqualify applicant.

Personal information on this Application is being collected under the authority of the Freedom of Information & Protection of Privacy Act (FOIP) Section 33(c). It will be used to determine your suitability, eligibility or qualifications for Firefighter.

Information collected is confidential and will only be seen by the Fire Chief and Deputy Fire

Chief.

POSITION INFORMATION:						
Position applying for:						
FIRE DEPARTMENT:	Smoky Lake	Vili		Waskatenau		
	P.O. Box 460 Smoky Lake, Alberta TOA 3C0	P.O. Box Vilna, Alberta		P.O. Box 99 Waskatenau, Alberta TOA 3P0		
PERSONAL INFORMATION:		Viina, Alberta	TOA SEO	Waskateriad, Alberta 10A 310		
CERUSE E EL MUSICIPIENT A				是是是是Web是自然的是		
Last Name:		First Name:		- Y		
Date of Birth:		E-mail Address: Cell Phone:	r			
Home Phone:		Civic Address:				
Mailing Address:		Civic Address:	-	Street Address		
Box Tow	n Postal Co			Street Address		
DOX TOWN	ii Postai Cu					
<b>Emergency Contact Name</b>	ı:	<b>Emergency Conta</b>	ct Numb	per:		
Driver's License Number:				d special endorsements):		
<b>Highest Level of Education</b>	n:	Criminal Record Check: Requirement upon request				
		Permission: ☐ YES ☐ NO				
Please rate your spoken Eng	lish language skills:					
Basic (can speak in En	nglish about simple things and fam	iliar topics)				
	mple conversations about unfamilia e detailed conversations about unfa		h\			
				ns in English about unfamiliar topics)		
Please rate your written Engl		iavo rapia, aotanoa oc	TVOIGULION	no in English about amarillar topico)		
	lish about simple things and familia	ar topics)				
	out unfamiliar topics in English)					
	about unfamiliar topics in English)					
☐ Fluent (obtained high so	chool diploma in Canada, or can w	<i>r</i> rite in detail about unf	amiliar top	oics in English)		
EMPLOYMENT EXPERIENCE						
Present Place of Employm	Employer Name:					
Occupation:		Employer Phone:				
What are your regular hours	of employment?	Availability during employment times?  ☐ Available ☐ Limited availability ☐ Unavailable				
General availability:	STEEL STATE OF THE	Doke the Wo				
☐ Weekdays (morning/aftern)	noon)   Weeknights   V	Veekends ☐ Othe	er:			

Je le

"Paid-On-C	all" Fi	refighte	er - 1	Page Two		APPLI	CATION	FORM	Λ	
VOLUNTEER INFORMATION:										
Organization:			Posit	Position:						
Contact Persons:			Conta	Contact Phone:						
Length of involvement?			May v	May we contact this organization? ☐ YES ☐						
Organization:			Posit	K-1950-1655						
Contact Persons:				act Phone:						
Length of involvement?				ve contact this	organization	1? 🗆 `	YES		)	
Any other volunteer or extra	curricula	ar (sports) in	volvement	?						
CERTIFICATION: Do you poss							<b>计图10位置</b>			
Cardiopulmonary Resuscitatio ☐ NO Expiry date		☐ YES		rillation 🗆 r date		NO				
First Aid			Other	medical respo	nse training					
Expiry date		Level	_ 0 1	□ No						
Emergency Medical Responde	er 🗆	YES   N		Other relevant certificates:						
REFERENCE CHECK AUTHOR	RIZATION	7								
I authorize the Fire Department to information including information	o contact t	the persons or c	organizations hese persor	s listed below fo	r the purpose d to disclose	es of obta	nining referrmation.	erence		
Personal References		These referen	nces are those friends, tea	that you have met chers, and colleag	in your personal	life, and c upervisors)	an include f	family,		
Name:		Relations			Phone N					
Professional References	MINISTER MANAGEMENT	These reference	ces are those t	nat you have met th experie		ect supervi	sors) and v	olunteer		
Name:	Title:		Company							
I certify that the information giver statements, misrepresentation, do immediate dismissal.										
APPLICANT NAME: (PLEASE PRINT) SIGN			TURE		DATE					
OFFICE USE Only:	avia u librar libra		EUONE DES MANERS	MANAGE TO SECOND	DESCRIPTION OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED IN COLUMN TW					
Applicant Received:	Ву: _			IP. 1	-17-17	100				
Interviewed by:	Date o	f Interview:								
Comments:										
ACCEPTED			17-3			Tablet a			-	
FIRE CHIEF: (PLEASE PRINT) SIGNATUR					DATE					

Schedule "A": "Paid-On-Call" Application Form

Page 8 of 11.

# MEDICAL HISTORY ASSESSMENT Questionnaire



It is essential that the candidate completes an individualized assessment to determine whether the individual's condition permits safe and effective job performance for the position as a Firefighter.

This evaluation is based on the guidance established by the NFPA 1582. (National Fire Protective Association).

Pre-Hire Screening Process

job performance	for the position as a Firefighter.	(Negzionizazza)		,				
Complete Name:			Birthdate:	Age:				
Address:		): 		Work Number: Cell Number:				
IF YOU PREVIOUSLY HAVE HAD A MEDICAL EXAM, PLEASE PROVIDE: DATE(s): DEPT(s):								
A response is required for each item below. Do not leave any blanks. Check "Yes" if you have ever had any of the following conditions or symptoms. Be sure to include conditions that were treated through any workers' compensation system.  You must explain all "Yes" and "Not Sure" answers on Page 3.								
Yes Not Sure No	EYES, EARS, NOSE, THROAT	Yes Not Sure	No	CARDIOVASCULAR				
	<ol> <li>Worn Glasses/Contact Lenses</li> <li>Worn Retainer Lenses</li> <li>Cataract</li> <li>Blurred or Double Vision</li> <li>Glaucoma</li> <li>Blind Spot</li> <li>Impaired Peripheral Vision</li> <li>Refractive Surgery (such as Lasix)</li> <li>Color Vision Impairment</li> <li>Abnormal Color Vision Test</li> <li>Loss of Smell</li> <li>Hearing Trouble</li> </ol>		26   27   28   29   30   33   33   33	<ol> <li>Heart Attack</li> <li>Heart Murmur</li> <li>Palpitation (Irreg. Heartbeat)</li> <li>Heart Valve Abnormality</li> <li>Enlarged Heart</li> <li>Pain or Discomfort in Chest</li> <li>Heart Failure</li> <li>Swelling of Feet/Legs</li> <li>Leg Pain While Walking</li> <li>Painful Varicose Veins</li> <li>High Blood Pressure</li> </ol>				
	12. Hearing Houble		1	MUSCULO/SKELETAL				
	PULMONARY  13. Asthma  14. Shortness of Breath  15. Positive TB Skin Test  16. Chest Tightness  17. Pneumothorax (Collapsed Lung)		33 33 34 44 42 44 44	<ol> <li>Fractures/Broken Bones</li> <li>Back Trouble/Pain/Injury</li> <li>Neck Trouble/Pain/Injury</li> <li>Numbness of Extremities</li> <li>Arthritis/Rheumatism</li> <li>Joint Pain or Swelling</li> <li>Shoulder Injury/Dislocation/Pain</li> <li>Elbow Trouble/Pain/Injury</li> </ol>				
	GASTROINTESTINAL  18. Colitis  19. Hepatitis  20. Liver Disease  21. Pancreatitis  22. Hernia  23. Ulcer  24. Crohn's Disease		44   45   46   47   48   49	<ol> <li>Elbow Trouble/Pain/Injury</li> <li>Wrist/Hand Trouble/Pain/Injury</li> <li>Hip Trouble/Pain/Injury</li> <li>Knee Trouble/Pain/Injury</li> <li>Shin Pain</li> <li>Leg Pain/Injury</li> <li>Ankle/Foot Trouble/Pain/Injury</li> <li>Carpal Tunnel Syndrome</li> </ol>				

MEDICAL HISTORY ASSESSMENT Questionnaire Page TWO									
Yes Not Sure No CENTRAL NERVOUS SYSTEM				Yes No	t Sure	No			
			51.	Epilepsy				85.	Have you ever had a positive drug
			52.	Convulsion/Seizure					or alcohol test?
			53.	Fainting Spell				86.	Have you ever been absent from
			54.	Loss of Consciousness					work due to job stress?
			55.	Recurrent Dizziness				87.	Have you ever had any surgical or arthroscopic procedures?
			56. 57.	Traumatic Brain Injury Migraine Headache				88.	Are you currently under a
			58.	Frequent Headaches				00.	doctor's care for any medical
ū		ā	59.	Stroke					condition?
			60.	Transient Ischemic Attack (TIA)				89.	Have you ever seen a doctor for
			61.	Tremors				ų.	back/neck pain, injury, or
			62.	Chronic Muscular Disease		_	_		problems?
			63.	Chronic Neurological Disease				90.	Have you ever been off work
			64.	Attention Deficit Disorder					because of back/neck pain, injury, or problems?
			65.	Skull Defect				91.	Have you ever been hospitalized
				MISCELLANEOUS			A	J	for reasons other than pregnancy
G			66. 67.	Kidney Disease Prostatitis					in the last 10 years? If "yes", list
ā			68.	Currently Pregnant					date, length of stay, And reason
			69.	Referred for Psychological Help					on end of <i>Page 3</i> .
			70.	Drug/Alcohol Treatment				92.	Have you ever had any problems
			71.	Mental Hospitalization					using a gas mask? (Check "No" if you have never used a gas mask)
	Ц		72.	Panic Attack				93.	Have you been diagnosed with
			73.	Diabetes	_	_	_	33.	Post – Traumatic – Stress –
			74.	Insulin Dependent Diabetes					Disorder?
ā			75. 76.	Bleeding Tendencies Skin Problems/Cancer/Rashes				94.	Are there any other mental health
			77.	Sun/Heat Intolerance					concerns of which we should be a
			78.	Cancer/Leukemia					where of?
			79.	Claustrophobia			_	95.	Are there any situations that will not allow you to wear or use the
			80.	Sleep Apnea					required personal protective
			81.	HIV Positive					equipment to complete
	ä		81.	Blood Clot in Lungs/Legs					firefighting tasks?
-	_	_	82.	Do you have any physical activity limitations?					
			83.	Do you ever get wheezy or taken					
,d	-	_		medication to prevent wheezing/					
				shortness of breath with exercise?					
			84.	Have you ever been refused any					
				employment because of any					
				physical, psychological, or					
				medically related reason?					

le "B": Medical History Assessment: Page 3 of 3.

ABB AL

Page 10 of 11.



### MEDICAL HISTORY ASSESSMENT Questionnaire

Page THREE

#### SUPPLEMENTAL INFORMATION

If you have answered "Yes" or "Not Sure" to any questions, please provide detailed information below or any medical concerns or conditions that were not covered in the questionnaire.

	or conditions that were	not covered in the questionnaire.
QUESTION NUMBER		以1946年1946年1946年1946年1946年1946年1946年1946年
		9
		:
S1		
	<u> </u>	
Voluntee		nanding profession and the Smoky Lake Region s to strive to keep active and fit.
		t of my knowledge and belief. I am aware that any for disqualification for employment, or dismissal
ТҮРЕГ	OR PRINTED NAME OF APPLICANT	-
	2	
	COMPLETE SIGNATURE	
	DATE	

le "B": Medical History Assessment: Page 3 of 3.

kar per

Page 11 of 11.