



# Recruitment Package



## LETTER FROM THE CHIEF

Dear candidate,

At Diamond Fire Rescue, we take immense pride in serving and protecting our community, and we recognize that our firefighters are the backbone of our organization. As a paid-on-call firefighter, you will play a vital role in ensuring the safety and well-being of our residents.

Here are a few reasons why becoming a member of our team could be a rewarding and fulfilling experience:

**Community Service:** As a paid-on-call firefighter, you will have the unique opportunity to give back to your community in a meaningful way. You will be the first responders in emergency situations, providing critical assistance to those in need.

**Training and Development:** We offer comprehensive training programs that will equip you with the knowledge and skills required to excel in your role. Whether you are a seasoned firefighter or new to the field, we provide ongoing training to ensure you are well-prepared for any situation.

**Team Camaraderie:** Our fire department is like a second family. You will have the chance to work closely with a diverse group of individuals who share a common passion for serving others. The bonds you form with your fellow firefighters will last a lifetime.

**Compensation:** While this is a paid-on-call position, you will receive competitive compensation for your time and dedication. We value your commitment to our community and believe it should be recognized and rewarded.

**Personal Growth:** Joining our team can be a catalyst for personal growth and development. You will gain valuable life skills, leadership experience, and the satisfaction of knowing you are making a difference every day.

If you have ever considered a career in firefighting or have a desire to serve your community in a meaningful way, I encourage you to explore this opportunity with us. We are looking for individuals who are committed, dedicated, and willing to go above and beyond to ensure the safety and well-being of our community members.



# DIAMOND VALLEY FIRE RESCUE



To learn more about becoming a paid-on-call firefighter at Diamond Valley Fire Rescue, please review the information attached to this package. You will find an outline of our hiring process and an overview of what to expect in the fire service.

Becoming a paid-on-call firefighter requires a large level of commitment, especially in the first stages of your career. Please take the necessary time to read and consider if this position is something you are ready to commit to. Often it is underestimated the commitment required to become a well-trained paid-on-call firefighter.

Thank you for considering this important opportunity to serve your community. We look forward to the possibility of welcoming you to our team and working together to protect and serve those who call our community home.

A handwritten signature in black ink, appearing to read "TJ Moore".

TJ Moore  
Director of Public Safety & Fire Chief  
Town of Diamond Valley



## DVFR Introduction to the Fire Service

The modern fire service is a lot more than what perception and media interpretation paints it as. In recent years, DVFR has found itself responding to a vast majority of calls outside of traditional fire suppression duties, mostly being medical related calls. During the pandemic, we again answered that call of duty by actively working as a front-line responder, assisting EMS with the climbing scale of medical calls. However, the world doesn't stop there. Fire services also work in rescue capacities, be it on motor vehicle collisions, water rescue or high angle environments, as well as HAZMAT, disaster relief and so on. We also fill a lot of 'non-action' roles, such as public education, community involvement, industry mentoring etc. The role of a firefighter is a broad realm with lots of exciting opportunities to grow and develop into.

The demand in the rural fire service, especially, means lots of opportunities to attain training and certifications on more niche, technical skills. Candidates which possess drive, energy and passion will find this fulfillment by getting the experience of firefighting from working within such a small, close-knit family such as DVFR. Be it technical skills such as advanced vehicle extrication, farm rescue or leaned more towards professional development with fire educators' courses and code enforcement courses, the possibilities are truly endless.

The fire service traditionally is a paramilitary organization, with reporting structure, officer roles, senior firefighter roles and so on. This requires a strict adherence to the chain of command. Finding yourself as the 'rookie' when onboarding can be intimidating, however, DVFR supports a very inclusive, very interactive culture and prides itself on its ability to develop junior members into the functional firefighters we seek to hire. The training teams and recruitment teams are eager, motivated individuals who want to see reward and return from the candidate's passionate energy they will bring to the table.

There will be no lack of development along the candidate's path and there will always be a place for those individuals who seek to put their best foot forward. It is encouraged to be an active participant in the development and change of the modern fire culture. The fire service is a distinct service due to the level of comradery and family-like nature that comes from working with your fellow firefighters, they are truly relationships that come once in a lifetime.



With the growing recognition and further studies of mental health, we too are growing with that culture. The environments and situations we are exposed to can be quite impactful to our mental well-being, as we often are responding and attending to someone else's worst day, and in a small community we can be attending to those people closest to us. As a firefighter, the common image is that of resilience, courage and determination, which are ample, admirable traits, but we must also check in with ourselves and be okay with asking for help. Understanding that pride and ego are something to leave at the door when it comes to helping your community is a pivotal step encouraged of all firefighters and will long term create the best version of oneself that they can be.

We are exposed to many environments such as confined spaces, hot environments, working from heights, all weather conditions and so on. These are things to consider before applying. Be prepared to be exposed to environmental conditions that typical people do not expose themselves to and prepare to embrace situations that will push you from your comfort zone. With training and development, these situations will feel easier over time. With these factors in mind, do take time to consider and discuss with loved ones the impact which being in the fire service presents.

The commitment required of a paid-on-call firefighter is rather demanding, especially in the first year of onboarding with courses required of the recruit, as well as the exposures the candidates may face throughout their career. Should any questions or inquiries need to be elaborated over do not hesitate to reach out to a recruitment representative for further information.



## Firefighter Candidate Outline

Diamond Valley Fire Rescue requires of its paid-on-call firefighters to:

- Live/work in town, with permission to leave to attend calls (rural addresses will be considered given candidates are close to hall or possess ideal certifications)
- Be minimum 18 years of age;
- Be legally allowed to work within Canada;
- Have a valid, unrestricted class 5 licence or greater with own transportation;
- Provide a drivers abstract with 6 or fewer demerits;
- Satisfactory criminal record check and Vulnerable sector check;
- Complete a medical examination form;
- Meet physical standards testing requirements;
- Be able to attend most weekly training meetings;
- Have ability to attend weekend courses, training, if required, for skill development.

Applying to be a firefighter with Diamond Valley Fire Rescue begins with an information session or a scheduled station tour with a recruitment officer. You will be offered an initial application package, to which you will be responsible for completing in full, including the required medical examination by a physician. All forms will be attached. It is encouraged that you keep attending training nights after this point to remain consistent with a presence and familiarity to the station and crew which is hosting you.

The initial application should be filled out promptly and returned to the recruitment officer or a member of the recruitment team for submission. Applications can be submitted online or in person. All forms required for this process will be provided, and any associated fees will be reimbursed by the town if you are successful in the process. [Send digital copies of your application to ethang@diamondvalley.town.](mailto:ethang@diamondvalley.town)

After the application process has been completed, the recruitment officer will arrange a date for an interview with you. This interview will be treated as a job interview so please, dress accordingly. The interview panel will consist of a chief officer, an officer and floor firefighter. It will consist of 3-5 questions, two of which will be like the S.T.A.R format.



# DIAMOND VALLEY FIRE RESCUE



Upon completion of the panel interview, you will be given the opportunity to ask questions yourself regarding anything relevant with the fire service, DVFR or your interviewers. Do not hesitate to ask. The panel will consult with one another thereafter to determine your success in the interview and determine if you are eligible for the next step.

Upon successful completion of the interview, you will change into workout attire and proceed into the apparatus bays for physical testing. The fitness test is correlated with activities a firefighter may be doing during a fire operation.

**The candidate fitness test will be as follows:**

Candidate will perform a variety of tasks two times within a 10-minute time frame.

These exercises will simulate fireground tasks. Exercises being conducted will be observed by recruitment officers. Candidates will be provided an introduction and orientation to the course with a walkthrough and explanation of the events.

The candidate will be provided with:

- Leather gloves
- DVFR Wildland hard hat
- 30lb vest
- Water

The candidate will bring:

- Gym clothing
- Running shoes
- Signed waiver for participation



The candidate will run 9 tasks twice while wearing a weighted 30lb vest; the tasks are the following:

1. Lunges – 25 ft x 2 to pylon and back to start line
2. Hose drags between legs stationary – 50 ft – 65mm roll attached to end
3. Walk recovery with coupling to opposite side of hose drag
4. Hose drags between legs stationary – 50 ft – 65mm roll attached to end
5. Farmers carry 2 foam pails in a serpentine around 3 cones to the end/back – 25 ft x 2
6. Hit a tire 15 x with a sledgehammer
7. Move to hose raise - pull rope with 100 ft 65mm attached to rope - up and down three times - full control of raise and descent. Must grab at each knot on the rope, cannot skip one.
8. Perform an over shoulder hold and below knee hold of combi tool at the wall - 2 x - each hold for 10 seconds.
9. Dummy drag – 154lb – 25 ft around pylon – 25 ft back to finish line

Candidate will repeat steps 1-9 and upon completion of dummy drag will be deemed finished.

#### Candidate penalties:

- Candidates must keep hands at side when performing lunges – will be asked to restart if pushing off leg when lunging.
- Candidate must stay stationary when pulling hose through legs
- Candidate must not run with coupling when resetting hose pull at opposite end.
- Candidate must maintain control of hose reel when raising/lowering, grabbing each knot on the line. If the reel slips, that attempt is reset (EG. If candidate is completing third rep, and slips, they reset to the third rep from the start)
- Candidate cannot rest combi tool on wall
- Candidate must maintain proper posture when holding combi tool
- Candidate must maintain proper, 2 hand grasp on dummy, walking backwards towards pylon.



## Testing, evaluator and facility requirements:

- Instructors leading will make sure candidates are made aware of correct ergonomics prior to assessment, and will ensure candidates maintain proper posture during evaluation
- Timer (phone, stopwatch)
- Bays to be swept, hosed and squeegeed out before evaluation period, allowing time for floor to dry
- Bays 4-6 to be emptied to accommodate evaluation needs
- Pulley system set-up, knots placed at 15" apart on line candidate will pull.
- Tire set-up/hammer
- Hose reels set-up
- Farmers pails
- Pylons (5x)
- 154lb dummy with webbing
- Instructors will provide walk through of circuit and establish posture requirements and penalties to candidates
- 2 Evaluators
- Water/First Aid Kit available.

Upon successful completion of the physical testing, you will be placed into the pool of other successful candidates. The recruitment team will deliberate and determine which candidates will be offered positions available and contact those successful. All candidates will be contacted to inform them of their outcome, be it successful or not.



A successful candidate will be provided with the remaining necessary onboarding and human resources paperwork to complete, in a package form. ***This package must be completed prior to the new year and turned into the Fire Chief. This includes the criminal record check, vulnerable sector check, medical clearance and drivers abstract.***

If the candidate is unable to make this happen, the recruitment team should be made aware of this prior to hiring in the new year. A candidate who does not complete this within the time frame and does not notify the recruitment team can be disqualified from the intake and will be required to reapply in the next intake from the first step. When all forms are completed, the recruitment team will contact all candidates for a time when they begin their recruit training and organize times for station orientations to the candidate's respective districts.

At this point you will be provided the orientation and employment outline, provided gear necessary to partake in training, as well as provided details to log into necessary websites for online training. In addition, courses required of the probationary firefighter will be discussed.

The candidate is reminded to be in frequent contact with recruitment team during this process to best increase the chance and ability of joining Diamond Valley Fire Rescue.



## Self Evaluation Tool

- Am I willing to get out of bed in the middle of the night, in some cases multiple times?
- 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 willing to meet the training requirements?
- Am I physically able to perform firefighter job tasks?
- Am I willing to sacrifice my personal time to be a member?
- Can I work for extended periods of time under difficult and strenuous conditions?
- Am I willing to assist with public education and community events?
- Am I willing to miss personal activities because of an emergency response?
- Have I considered the impact serving as a volunteer firefighter may have on my family environment?
- Do I treat all people with respect, dignity, and professionalism regardless of race, creed, gender, or beliefs?
- Am I willing to ask questions whenever I am not sure about my assignment or duties?
- Am I familiar with and able to operate within a paramilitary working environment?
- Am I willing to perform the required station, apparatus, and equipment maintenance duties that are required?
- Do I meet and am I prepared to maintain the minimum qualifications and expectations?



## FAQ's

**Q. How do I submit my application?**

A. Your completed application can be dropped off at the Town Office, emailed to [ethang@diamondvalley.town](mailto:ethang@diamondvalley.town) or dropped off at the Fire Hall Mondays 1900 – 2200.

**Q. Does the Department that I am applying for cover the costs for any required documentation (Medical Examination, Driver's Abstract)?**

A. No, applicants are responsible for any costs incurred during the recruitment process, **however**, the cost of your medical exam (up to \$125) will be reimbursed if you are successful.

**Q. If I am successful in the recruitment process, is facial hair allowed for members of the Fire Department?**

A. Firefighting requires the use of respiratory protection such as SCBA, N95's and respirators. Facial hair that may affect the integrity of the face piece seal of such respiratory protection, i.e., beards, bushy moustaches, and long sideburns, is not permitted.

**Q. How many training hours are required to become a Volunteer/Paid-On-Call firefighter?**

A. These requirements vary with arising courses, training nights, and certification courses. The candidate should expect to commit quite a bit of time towards their professional firefighter certifications.

**Q. Am I required to submit my Driver's Abstract and Criminal Background Check with my application?**

A. Yes, this is a requirement to reach the hiring stage of the competition.



## PAID-ON-CALL FIREFIGHTER APPLICATION

### **Applicant Information**

Last Name	First Name	Initials		
Residential Address		City	Province	Postal Code
Mailing Address		City	Province	Postal Code
Email		Phone		
If rural address, indicate the number of kilometers to Diamond Valley:				
Have you reached the age of majority? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you legally permitted to work in Canada? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Name of person to notify in case of emergency		Relationship		
Emergency Contact's Residential Address		Emergency Contact's Telephone Number		

### **Education (additional pages may be attached)**

Highest grade completed in school:

Institution	Major	Certificate / Diploma
Do you possess a valid driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/>		Has your license ever been suspended? Yes <input type="checkbox"/> No <input type="checkbox"/>
Driver's License Number	Province	Class/Endorsement(s)

### **Courses, Certification, Trades (additional pages may be attached)**

Description	Date



## Employment History (begin with most recent/current)

*Employer*

*Address*

*Employed from*

*Employed Until*

*Name and Title of Supervisor*

*Position and Duties*

*Reason for seeking other/additional employment*

*Employer*

*Address*

*Employed from*

*Employed Until*

*Name and Title of Supervisor*

*Position and Duties*

*Reason for seeking other/additional employment*

*Employer*

*Address*

*Employed from*

*Employed Until*

*Name and Title of Supervisor*



*Position and Duties*

*Reason for seeking other/additional employment*

## Related Skills

Please complete this section even if a resume is attached. Please check the level of skill appropriate.

Level 1

Level 2

Level 3

Some familiarity and competence. Certificates or professional experience. Advanced or post-secondary courses.

Structural Firefighting	Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>
Wildland Firefighting	Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>
Automotive / Mechanical	Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>
Electrical / Linesman	Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>
Alarm Systems	Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>
Fire Suppression Systems	Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>
Radio Communications Systems	Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>
First Aid / Medical	Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>
Firefighting Practices and Terminology	Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>
Pumps, Valves, Sprinkler Systems	Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>
Building Trades or Inspection	Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>
Ice Rescue	Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>
Water Rescue	Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>
Swift Water Rescue	Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>
Confined Space Rescue	Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>
High Angle Rescue	Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>
Urban Search and Rescue	Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>
Hazardous Materials Response	Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>
WHMIS	Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>
Occupational Health and Safety	Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>
Coaching/Teaching/Facilitation Skills	Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>
SCUBA	Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>
Have you had any experience or training in driving heavy vehicles?	Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>

## DECLARATION (READ CAREFULLY BEFORE SIGNING)



# DIAMOND VALLEY FIRE RESCUE



I certify that the statements made in this application form are true and complete. I understand and agree that a false statement may disqualify me from employment or result in dismissal.

Applicant's Signature

Date

*The information requested on this form does not contravene the Individual's Rights Protection Act. The Town of Diamond Valley is an Equal Opportunity Employer and appointment to the Public Service is based on merit without regard to race, religious beliefs, color, age, sex, ancestry, or place of origin.*

Date Received

Reviewed by

Interview notes

**OFFICE  
USE  
ONLY**