

Yellowknife Fire Division



Paid-on-Call Fire Fighter

Information Package

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Please review all of the material. The position of a POC Firefighter can be very time consuming particularly during the initial training. Please review the following points pertaining to training.

- 1. All training is mandatory and must be attended.***
- 2. If a session is missed, the student may be dropped from the program.***



Welcome to the Yellowknife Fire Division

Yellowknife Fire Division is a composite division with full time and paid-on-call (POC) firefighters. The Fire Division was established in February, 1943. Our present compliment of staff consists of 28 career staff, 6 Paid-on-Call (POC) firefighters and 7 dispatch personnel. With this new training session, we look to increase our compliment to a total of 30 POC firefighters.

The composition for career staff is 1 Fire Chief, 3 Deputy Chiefs, 4 Lieutenants and 24 Firefighters. We operate on a four platoon system that consists of seven staff each. The POC composition is similar, reporting to the officer on the assigned platoon and responds to fire and rescue calls when additional assistance is required.

In 2017, the fire division responded to over 4,200 calls. The services provided incorporate public education initiatives, fire inspections, preplanning, fire suppression, emergency medical response and additional specialized services in auto extrication, hazmat, confined space, water/ice rescue. We are basically a stand-alone division providing emergency services to the citizens of Yellowknife and the surrounding area.

Our commitment to you, should you decide to take the initiative, will be to provide excellent practical skill sets, educational enhancement and possible future employment opportunities within our organization. Please take the time to review the entire recruitment package. We appreciate your interest in the Yellowknife Fire Division.

If you have any question please do not hesitate to contact us at 766-5501.

Sincerely,

John Fredericks
Fire Chief

POC Fire Fighter Responsibilities

It is important to understand the responsibilities of a POC Firefighter. This category of volunteer performs public education functions and emergency responses.

Upon becoming a POC Firefighter, applicants will be required to sign an Oath of Confidentiality for the City of Yellowknife and pass a medical examination. Applicants should be free of any significant medical conditions (i.e.: serious asthma, heart disease, etc.) that could be aggravated by the work conditions of a POC Firefighter. Candidates will have to be in good physical condition and will have the opportunity to challenge the fitness test.

Once active within the POC ranks, candidates are placed on two year probation in which they must attain satisfactory attendance and complete specified training programs. In addition, candidates may be restricted from driving Fire Division Apparatus for the first year. The attendance requirements, required training programs, and driver certifications will be outlined.

The Yellowknife Fire Division is an equal opportunity organization that strives to provide the most comprehensive community based fire protection programs, life safety projects and emergency service to the City. The Yellowknife Fire Division is ranked as one of the most dynamic and progressive emergency services/public safety organizations in Western Canada. We are looking for individuals who are eager to learn, energetic to serve the community and willing to work hard for our team.

If you have any questions about the POC Fire Fighter recruiting process, please feel free to call the Fire Division at 766-5501.

The Selection Process

Who are Paid-on-Call Firefighters?

Paid-on-Call firefighters are your neighbors, your co-workers and your friends. They are men and women in all walks of life who live close to you and who respond whenever paged to deal with the emergencies in our community. They are people of all ages, races and backgrounds. They are people who choose to give back to their community.

Applicants must have:

Commitment - Emergencies can happen 24 hours a day, 365 days a year. Firefighters are expected to respond to emergency callouts whenever available.

Time - Firefighters are required to attend practice on Thursday nights for three hours weekly, complete 10 hours of ride-a-long a month, and to attend emergency callouts 50 % of the time.

Good Health - Firefighting is a strenuous job, both mentally and physically. A Firefighter's Medical is required based on NFPA standards; you must pay for this medical upfront, receiving reimbursement from the City of Yellowknife upon successful completion.

Clean Criminal Record - Applicants are required to have an RCMP criminal record search completed during recruit training. There is no charge if you tell them it is for the purpose of becoming a POC Firefighter.

Valid NWT Driver's License - A Class 3 license with an Air Brake Endorsement is preferred and a driver's abstract is required.

****Please see the complete list of requirements and preferred qualifications, attached.****

What do we offer?

Training - We provide you with life-long learning. The skills that we teach will not only help you in your firefighting work, but also in situations you may encounter day to day. Whether it is lifting a ladder, tying a knot or helping out with basic first aid, these become life-long skills. Total training offered would total approximately \$15,000 to \$20,000 if you had to pay for it out of pocket!

Challenge and Satisfaction - Firefighting offers constant challenges, both personal and professional. The satisfaction that results from meeting those challenges will change your life.

Income – Yellowknife Fire Division POC firefighters are not volunteers; they are paid when called to respond to emergencies as well as when participating in required training.

The selection process will begin with a general meeting (coming soon) of all interested applicants at our open house at the Firehall, 100 Taylor Rd.

The application process requires that you provide:

- a) A criminal record search (obtained from RCMP);
- b) A driver's abstract (obtained from Driver and Vehicle Licensing located at 5015-49th Street); and
- c) An application completed in full including three references.
- d) Current resume.

If you are interested in participating, please return the above required documents (if you have not already done so) for the application process.

Candidate selection to fill the positions on the new recruit class will be made based on the following criteria:

1. The applicant's ability to project a strong desire to serve the community through his/her role as a POC Firefighter.
2. The understanding of working in a command organization with lines of reporting.
3. The ability to work in a team environment and to deliver community-based fire protection through teamwork.
4. The applicant's ability to understand that the new recruit class and subsequent placement in the ranks of the POC Firefighter is considered a training and learning period (it takes approximately two years before a new recruit is confident and effective in his/her role in the Fire Division).
5. Demonstrated eagerness to learn and to participate in continual training. Experience is not required.
6. The applicant's work history with stable employment and community service activities.
7. The length of time the applicant has lived in the City of Yellowknife.
8. Absence of a criminal record and serious infractions on the driver's abstract.
9. The applicant has Canadian Citizenship
10. The applicant is a resident of Yellowknife

Upon completion of application and acceptance as a paid on call firefighter the candidate must sign a waiver and successfully complete the Physical Fitness Standard Test for the Fire Division.

If successful the firefighter will then be allowed to participate in recruit training courses while concurrently completing a fire fighter medical examination.

POC Pay Schedule		
ACTIVITY	POC YELLOW HELMET PAY	POC BLACK HELMET PAY
Attendance to Wednesday night training events	\$25.00/night	\$40.00 / night
Attendance per Call-out	\$50.00/3 hour	\$80.00/3 hour
Attendance to Ride-a-Longs	\$100.00 max/month	\$100.00 max/month
Attendance to public education events	\$25.00	\$25.00
Attendance for Employee Development (minimum 32 hours)	\$300.00/session	\$300.00/session



**CITY OF YELLOWKNIFE
FIRE DIVISION
P.O. BOX 580, YELLOWKNIFE, NT X1A 2N4**

APPLICATION FOR PAID-ON-CALL FIREFIGHTER

Please read the information package included prior to completing this form.

Please print legibly and complete this application in ink.

NAME:

Last

First

Middle

ADDRESS:

HOME PHONE: _____ **OTHER PHONE:** _____

DO YOU RESIDE IN THE CITY OF YELLOWKNIFE? Yes No

HOW LONG HAVE YOU RESIDED IN THE YELLOWKNIFE AREA? _____

DO YOU HAVE CANADIAN CITIZENSHIP? Yes No

DRIVER'S LICENCE

NWT DRIVER'S LICENCE # _____ **CLASS:** _____

EXPIRY: _____

AIR BRAKE ENDORSEMENT? Yes No **If "Yes", explain:** _____

DO YOU HAVE YOUR OWN VEHICLE FOR TRANSPORTATION YEAR ROUND? Yes No

NOTE: A Drivers Record Abstract from the Motor Vehicles Branch must accompany this application

AVAILABILITY

The Yellowknife Fire Division is committed to providing a 24-hour service. As such, we have a strong need for individuals who are available during normal business hours. Preference may be given to individuals who meet this criterion.

ARE YOU A SHIFT WORKER? Yes No

WHAT ARE YOUR NORMAL HOURS OF WORK? _____

ARE YOU AVAILABLE DURING BUSINESS HOURS (Mon-Fri 08:00-17:00)? Yes No

IF "No" PLEASE EXPLAIN:

WOULD YOUR EMPLOYER ALLOW YOU TO RESPOND TO EMERGENCY CALLS DURING WORKING HOURS?

ALWAYS USUALLY OCCASIONALLY RARELY NEVER

IF ACCEPTED BY THE FIRE DIVISION, YOU WOULD BE REQUIRED TO ATTEND MANDATORY THURSDAY NIGHT PRACTICES (APPROXIMATELY 7:00 – 10:00 PM), OCCASIONAL WEEKEND PRACTICES OR TRAINING LASTING HALF OR FULL DAYS, AND COMPLETE A MANDATORY MINIMUM OF 10 HOURS RIDE-A-LONG EACH MONTH. ARE YOU ABLE TO MEET THESE REQUIREMENTS?

Yes No

WORK HISTORY

Note: a resume may be included to provide the following information.

Date	Employer	Position & Duties

DO YOU HAVE PREVIOUS VOLUNTEER EXPERIENCE WITH ANY COMMUNITY ORGANIZATION?

Yes No IF YES, PLEASE SPECIFY ORGANIZATION AND DATES:

EDUCATION

Note: You may include a resume to provide the following information.

Name & Location of School or Institution	Program/Course	Highest Grade Completed (Degree, Diploma, Certificate, Licence)
HIGH SCHOOL		
POST – SECONDARY		
POST – SECONDARY		
OTHER		
OTHER		

DO YOU HAVE A CURRENT FIRST AID CERTIFICATE? Yes No

RELATED EXPERIENCE

HAVE YOU EVER BEEN A MEMBER OF ANY FIRE DEPARTMENT, RESCUE SQUAD, OR SIMILAR ORGANIZATION?

Yes No IF YES, PLEASE SPECIFY ORGANIZATION AND DATES:

PERSONAL HEALTH

THE POSITION OF PAID ON CALL FIREFIGHTER ENTAILS HEAVY LIFTING AND STRENUOUS PHYSICAL EXERCISE. DO YOU HAVE ANY MEDICAL CONDITIONS OR DISABILITIES THAT WOULD INHIBIT YOUR ABILITY TO PERFORM THE DUTIES OF A FIRE FIGHTER? Yes No

If "Yes", explain:

NOTE: A Firefighter Medical performed by your Physician, stating that you do not have any conditions that would restrict your ability to perform the duties of a fire fighter, will be required before YKFD considers the candidate a successful graduate of the new recruit program. You will also be required to sign a Release Form prior to entrance physical fitness testing indicating there are no known health issues that would preclude you from such testing.

BECAUSE THE POSITION OF PAID ON CALL FIREFIGHTER ENTAILS HEAVY LIFTING AND STRENUOUS PHYSICAL EXERCISE, FIREFIGHTERS MUST MAINTAIN THEIR PHYSICAL ABILITIES. DO YOU CURRENTLY HAVE A REGULAR EXERCISE PROGRAM? Yes No

If "Yes", please describe:

ARE THERE ANY OTHER LEISURE OR RECREATIONAL ACTIVITIES YOU PURSUE? (Related to Physical Fitness or Community Involvement)

DESCRIBE YOUR REASONS FOR WANTING TO BECOME A PAID ON CALL FIREFIGHTER WITH THE YELLOWKNIFE FIRE DIVISION:

IF YOU HAVE ANY OTHER EDUCATION OR SKILLS, WHICH YOU FEEL MAY ASSIST YOU IN THE POSITION OF PAID ON CALL FIREFIGHTER, PLEASE DESCRIBE BELOW: (Attach additional sheets if more room is required)

REFERENCES

	Reference 1	Reference 2	Reference 3
Name:			
Address:			
Work Telephone:			
Home Telephone:			
Occupation:			

NEXT OF KIN

In case of emergency during physical testing or training, please indicate a next of kin to contact.

Name	Relation	Home Contact #	Work Contact #

CRIMINAL RECORD

Conviction for a criminal or summary offence does not necessarily preclude consideration for the position of Paid on Call Firefighter. Convictions will be reviewed on the basis of their relation to this job.

DO YOU HAVE ANY CRIMINAL OR SUMMARY CONVICTIONS THAT WOULD PREVENT YOU FROM BEING

BONDED? Yes No

If "Yes", provide dates and particulars of each:

NOTE: A Criminal Record Search, conducted by the RCMP, is required of all individuals before final acceptance into the Yellowknife Fire Division.

APPLICANT'S DECLARATION

I, the undersigned, apply to become a Paid on Call Firefighter with the Yellowknife Fire Division and, if accepted, will abide by the rules, policies and guidelines as established by the Yellowknife Fire Division and the City of Yellowknife.

- I will sign a waiver form prior to any divisional physical entrance testing which absolves the City of Yellowknife and the Yellowknife Fire Division of any responsibility for illness or injury as a result of such entrance testing.
- I consent to a Criminal Record Search, to be performed by the RCMP, and agree to complete and sign any additional consent or other forms required by the RCMP for this purpose.
- I agree to have my Physician complete a Fire Fighter Medical stating that I am physically able to perform the duties of a fire fighter if I am accepted for training.

I certify that all statements in this application are true and correct. I agree and understand that any misstatement of material facts in this application may cause loss of all rights to membership with the Yellowknife Fire Division.

Signature: _____

Date: _____

Please ensure that the following documents are attached with this application.

- ❖ Current Driver's License (Photocopy)
- ❖ Current Driver's Record Abstract
- ❖ Current Criminal Records Check
- ❖ Current resume

Please note that applications missing this information may not be processed.



CITY OF YELLOWKNIFE NEW RECRUIT TRAINING CONTRACT

The New Recruit Training program is mandatory. Any portion of the training that is missed for any reason will result in the participant being dropped from the program.

Experience or previous training is not required. The following personal attributes are desired for a Paid-on-Call (POC) Fire Fighter with the Yellowknife Fire Division.

- Ability to work in a team orientated environment;
- Ability to follow the directions of strong command and control network and work in a paramilitary environment;
- Be a positive, motivated, enthusiastic individual with a strong work ethic; and
- Have a strong desire to serve the community and its residents.

Participants must have a pass mark of 75% on the written exams. Failure to achieve this minimum mark will result in a participant not being permitted to continue the training. All other components of the new recruit program are practical skill evolutions with a pass or fail rating.

In addition to the testing, participants will be evaluated on their progress through the training. The above listed attributes will be the criteria used for the evaluations.

Participating in the New Recruit Program and becoming a POC Firefighter is not a guarantee of full time employment with the City of Yellowknife Fire Division. POC Firefighters' primary responsibility is taking an active role in fire fighting with secondary roles in rescue and dangerous goods responses. Personnel on the POC roster do not participate in the delivery of emergency medical services through the ambulance.

Should there be more candidates who finish the New Recruit Training Program than there are positions available within the POC group of the Yellowknife Fire Division, successful participants will be chosen based on their marks and training evaluations. Individuals not immediately accepted will be placed on an eligibility list. Candidates on the eligibility list will be allowed to participate with Wednesday night training sessions to keep their skills current and up to date.

Candidates becoming POC Firefighters will be trained to meet NFPA 1001.

The requirement to maintain an active status as a POC Firefighter is an average of 70% attendance to emergency callouts, Wednesday night training sessions, public education events and ride-a-longs with the assigned platoon. ***Individuals not meeting the attendance requirements of a POC Firefighter will be released from the Yellowknife Fire Division.***

A POC Firefighter is placed on a two year probation period in which specified training objectives are required to be met. Failure to meet the requirements will result in an individual being released from service as a POC Firefighter with the Yellowknife Fire Division.

New Recruit Training Probation Requirements

Within the New Recruit Training Program

- a) Completion of the College of the Rockies Basic Firefighter training program;
- b) Standard operating guideline review; orientation to building, and equipment familiarization;
- c) Sign a City of Yellowknife Oath of Confidentiality; and
- d) Completion of a medical examination specified by the Fire Division.

Within One year

- Government of the NWT Class 3 Driver's License with Air Brake Endorsement.
- Basic Firefighting certification

Within Two years

- Yellowknife Fire Division Rescue Certification
- Yellowknife Fire Division certification on the Tankers.
- Yellowknife Fire Division certification on Pump 1

I have read and understand each point in the training contract. In addition, I clearly understand that failure to meet the requirements of the training contract will result in my release from the Yellowknife Fire Division as a new recruit class participant and/or active POC Firefighter.

Name

Signature