

Miramichi Fire Volunteer Firefighter

Recruitment & Selection Orientation Guide



IF YOU...

Want to help others and serve your community

Enjoy working as a team

Enjoy continuous learning

You may be an ideal candidate for a challenging career as a Volunteer Firefighter

94 General Manson Way
Miramichi, NB E1N 6K8

p. 506.623.2225
f. 506.623.2226

Shandel.Saunders@miramichi.org
miramichi.org/en/fire/

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About Volunteer Recruitment & Selection

The City of Miramichi offers a variety of opportunities for volunteer employment within the Fire Service, which are extremely challenging and rewarding. The Miramichi Fire Department has developed this Recruitment program to clearly outline the process used in the selection of candidates who successfully demonstrate the skills, aptitude, and abilities required for today's Fire Service. Each stage in this process is very important. Failure to meet the requirements at any stage will disqualify the candidate from the process. The aim is to fill vacant or new positions with the best possible candidate.

Our Mission & Values

All Miramichi Fire Department members are guided by the mission and values. The mission is the core purpose for why the Miramichi Fire Department exists. Values are the guiding principles for the organization. These are the essential and enduring tenets.

Our Mission...

It is the mission of the Miramichi Fire Department to preserve life and property through fire/rescue response and fire prevention. We serve and recognize that the community is the reason for our presence. We respond immediately when any member of our community needs help, with professional, effective, and compassionate service.

Core Values of the Department...

HONOUR – Honour guides our actions. We promote openness, inspire others through pride, earn the respect and trust of others with the belief that every action reflects on all members of the department, both past and present.

TEAMWORK – We each bring our own skills and experience, yet we recognize that we are better together. We support and depend on each other to achieve our goals.

COURAGE - We hold the preservation of life as our sacred duty. Courage is the ability to overcome fear through fortitude, instinct, training and compassion for others. We aspire to do the right thing, even when it's difficult.

DEDICATION - A commitment to professionalism and our mission will provide the highest quality services to our community; we consider the needs of others before our own.

PREPAREDNESS - Our philosophy is that fire prevention is our primary purpose and our first line of defense to protect the public. By combining all the components of our core values, maintain a constant state of readiness to meet all challenges both traditional and new.

Volunteer Profile

Summary of Duties

- Responsible for all fire suppression duties necessary to save lives and property. Combat, extinguish and/or prevent fires by rapidly and efficiently performing varied duties as required under emergency conditions
- Provide emergency medical response and aid; perform rescue/extrication operations where necessary to prevent loss of life or further injury from any cause.
- Provide service assistance to: police, paramedics and the public.
- Responsible for upgrading and maintaining skills/knowledge and physical requirements to current standards.
- Perform duties in fire prevention, public education as assigned.

Work Performance

Fire Emergency

- Responds to emergency calls.
- Drives and/or operates any vehicle or equipment as assigned.
- Performs a variety of rescue related duties to protect the public and lessen severity of injuries.
- Lays and connects hose; holds nozzles and directs high pressure water streams, raises; climbs and works from ladders and uses or operates all equipment associated with controlling and putting out fires or other incidents.
- Wears oxygen mask and full protective clothing while working in noxious and/or smoke filled environments.
- Ventilates buildings or areas to release heat, smoke or fumes.
- Places covers to protect property and prevent water damage.
- Performs overhaul operations in order to ensure that the fire has been completely extinguished.

Medical Emergency

- Conducts appropriate intervention, including CPR, other first-aid as required.
- Assists paramedics - conveys information, lifts and carries patients, etc.
- Manages crowd/bystanders/victim's relatives, etc.

Other Emergencies

- Performs a variety of rescue related duties to protect the public and lessen severity of injuries related to motor vehicle accidents, confined space entrapment, water hazards, industrial accidents, incidents involving hazardous materials, etc.
- Assesses and performs extrication of the victim's in motor vehicle accidents.

Non-Emergency Duties

- Participates in departmental training programs to be proficient, knowledgeable and up to date with equipment and procedures for fire fighting, medical and other emergencies.
- Participates in public relations projects involving visits, demonstrations, parades, etc. as directed.
- Performs other duties as assigned.

Objective of the Selection Program

- ✓ Determine an individual's aptitude for serving as a firefighter.
- ✓ To determine an individual's capability of handling intense and sustained physical effort.
- ✓ To determine an individual's physical ability to be able to perform job related performance tests.

Selection Program Process

Stage 1	Advertisement for the acceptance of applications.
Stage 2	Applicant's Orientation and briefing session.
Stage 3	Physical Agility and Phobia testing.
Stage 4	Criminal Record Check & Integrity Interview with Miramichi Police.
Stage 5	Recommendation of suitable candidates to Council.
Stage 6	Successful qualified candidates issued offer of Employment.

Eligibility

Minimum Qualifications

All applicants for the position of Volunteer Fire Fighter with the City of Miramichi must possess the following minimum qualifications:

- ✓ Grade 12 or Equivalent Education
- ✓ Good health and physical condition to successfully perform the duties of a Fire Fighter with the Miramichi Fire Department.
- ✓ A valid Class 5 New Brunswick Driver's License
- ✓ A demonstrated aptitude for firefighting, emergency medical and high-risk tasks.
- ✓ Ability to work at heights or in confined spaces under an extremely stressful working environment.
- ✓ Able to meet minimum acceptable job-related physical and medical standards.
- ✓ Ability to communicate effectively
- ✓ Ability to work in a team environment
- ✓ Must be bondable.

Description of the Stages

Stage One - Advertisement

Working with the City of Miramichi Fire Department, the Human Resources Department will develop an advertisement inviting interested individuals to apply for the position of Volunteer Fire Fighter. All applicants must submit a City of Miramichi Application for Employment and a detailed resume. Applications are available from and must be returned to the Human Resources Department and/or the Fire Department by the closing date stated on the advertisement.

The Human Resources Department will review all applications and prepare a list of potential candidates that meet the minimum qualifications. Candidates meeting the minimum requirements will be invited to attend the Orientation session.

Stage Two – Orientation Session

All applicants meeting minimum qualifications will be invited to attend formal orientation meeting. Attendance at this orientation is mandatory. The orientation session is the opportunity for the applicant to understand what is expected of them as a candidate to the City of Miramichi Fire Department. The goals of the orientation session are to:

1. Describe the various stages of the application process
2. Outline the City of Miramichi expectations.
3. Describe the various duties and positions as a volunteer firefighter and performance expectations.
4. Describe the role of the Fire Department and the services it provides to the community
5. Provide information on the testing procedures involved
6. Provide an opportunity to discuss career expectations within the Miramichi Fire Department
7. Provide time for questions from applicants.

Stage Three – Physical Agility & Phobia Test

- Candidates will take the physical agility and phobia test.
- Candidates will be required to drag a 185 lb dummy simulating a casualty
- Candidates will be required to climb a ladder
- Candidates will be required to complete a claustrophobia test in a darkened environment

Stage Four – Integrity Interview

The City requires potential recruits to have a clear criminal record check with enhanced vulnerable sector screening. They must also complete an integrity interview with Miramichi Police Force.

Stage Five – Recommendation of Candidates to Council

Candidates that are deemed to be suited to the role of volunteer firefighter will be recommended to City Council for recruitment.

Stage Six – Offer of Employment

At the end of the selection process, the Human Resources Department will send out a Letter of Employment to the successful applicant(s) stating remuneration, starting date and any other information required.

Physical Agility & Phobia Test

The Physical Agility & Phobia Test is a minimal task-analysis initiative that requires no prior firefighter knowledge to be successful. The intent of this test is to establish an individual's ability to perform physical job tasks with enough reserve for emergency situations and normal activities. Successful applicants are those who have incorporated fitness as a lifestyle, as this is important to a firefighter's health and safety considering the fire service's physical demands.

The testing includes eight sequential events as follows:

1. Stair Climb
2. Hose Drag
3. Equipment Carry
4. Ladder Raise and Extension
5. Forcible Entry
6. Search
7. Rescue
8. Ceiling Breach and Pull

1. Stair Climb

This event is designed to simulate the critical tasks of climbing stairs in coveralls while carrying a high-rise pack (hose bundle) and climbing stairs carrying fire fighter equipment. This event challenges the candidate's aerobic capacity, lower body muscular endurance and ability to balance. This event affects the aerobic energy system as well as the following muscle groups: quadriceps, hamstrings, glutes, calves, and lower back stabilizers.

During this event, the candidate is required to wear two 12.5-pound (5.67-kg) weights on the shoulders to simulate the weight of a high-rise pack (hose bundle) or high-rise pack. There is no break in time of the actual timing of the test. The timing of the test begins when the proctor calls out "START." For the test, the candidate is required to begin the stair climb (60 steps per minute or 3 minutes). This concludes the event. The two 12.5-pound (5.67-kg) weights or high-rise pack is removed from the candidate's shoulders.

The following practices are allowed:

- The candidate is allowed to briefly touch the handrails or wall for balance
- The candidate is given up to two warnings for grabbing the handrails or bearing their body weight on the handrails / wall

The following practices constitute a failure:

- The candidate commits a third infraction for grasping the handrails or bearing weight on the handrails / wall after the start on the test.

Reasons for failure

- Falling demonstrates poor balance or muscular endurance and could cause injury to the candidate.
- Using the handrails or wall for weight bearing gives the candidate a mechanical advantage that may not be available to them on the fire ground or demonstrates poor balance, conditioning or muscular endurance.

2. Hose Drag

This event uses an uncharged fire hose with a hoseline nozzle. The hoseline is marked at 8 feet (2.24 m) past the coupling at the nozzle to indicate the maximum amount of hose you are permitted to drape across your shoulder or chest. The hoseline is also marked at 50 feet (15.24 m) past the coupling at the nozzle to indicate the amount of hoseline that you must pull into a marked boundary box before completing the test.

This event is designed to simulate the critical tasks of dragging an uncharged hoseline from the fire apparatus to the fire occupancy and pulling an uncharged hoseline around obstacles while remaining stationary. This event challenges the candidate's aerobic capacity, lower body muscular strength and endurance, upper back muscular strength and endurance, grip strength and endurance, and anaerobic endurance. This event affects the aerobic and anaerobic energy systems as well as the following muscle groups: quadriceps, hamstrings, glutes, calves, lower back stabilizers, biceps, deltoids, upper back, and muscles of the forearm and hand (grip).

During this event, the candidate grasps an automatic nozzle attached to 200 feet (60 m) of 1 3/4-inch (44-mm) hose. The candidate places the hoseline over the shoulder or across the chest, not exceeding the 8-foot (2.44-m) mark. The candidate is permitted to run during the hose drag. The candidate drags the hose 75 feet (22.86 m) to a prepositioned drum, makes a 90° turn around the drum and continues an additional 25 feet (7.62 m). The candidate then stops within the marked 5 foot x 7 foot (1.52 m x 2.13m) box, drops to at least one knee and pulls the hoseline until the hoseline's 50-foot (15.24-m) mark is across the finish line. During the hose pull, the candidate must keep at least one knee in contact with the ground and knee(s) must remain within the marked boundary lines. This concludes the event.

The following practices are allowed:

- The candidate is given one warning to keep one knee down.
- The candidate is given one warning to keep the knees in bounds.
- The candidate is given one warning for taking one step out of the box.
- The candidate is permitted to run during the hose drag

The following practices constitute a failure:

- The candidate fails to go around the drum.
- The candidate travels outside of the marked path.
- The candidate takes two steps out of the back of the box
- The candidate receives a second infraction for not keeping one knee in contact with the ground.
- The candidate receives a second infraction for the knees being outside of the marked boundary.

Reasons for failure:

Running beyond the marked path gives the candidate a mechanical advantage by decreasing the distance required to pull the hose by hand. This advantage may not be available on the fire ground. This demonstrates a lack of upper body strength by using lower body strength to compensate.

By not keeping their knee on the floor a candidate could compensate for a deficiency in grip and upper body strength by standing up.

3. Equipment Carry

This event uses two saws and a tool cabinet replicating a storage cabinet on a fire truck.

This event is designed to simulate the critical tasks of removing power tools from a fire apparatus, carrying them to the emergency scene and returning the equipment to the fire apparatus. This event challenges the candidate's aerobic capacity, upper body muscular strength and endurance, lower body muscular endurance, grip endurance, and balance. This event affects the aerobic energy system as well as the following muscle groups: biceps, deltoids, upper back, trapezius, muscles of the forearm and hand (grip), glutes, quadriceps, and hamstrings.

During this event, the candidate removes the two saws from the tool cabinet, one at a time, and places them on the ground. The candidate then picks up both saws, one in each hand, and carries them while walking 75 feet (22.86m) around the drum, then back to the starting point. The candidate is permitted to place the saw(s) on the ground and adjust the grip. Upon return to the tool cabinet, the candidate places the saws on the ground, then picks up each saw one at a time, and replaces the saw in the designated space in the cabinet. This concludes the event.

The following practice is allowed:

- The candidate is given one warning for running.
- The candidate is allowed to set the tools on the ground to adjust and re-establish the grip.

The following practices constitute a failure:

- The candidate drops either saw during the carry.
- The candidate receives a second infraction for running with the saws.

Reasons for failure:

- Dropping the saws could injure the candidate and demonstrates poor grip strength or muscular endurance.
- Running with saws could cause injury if the candidate trips.

4. Ladder Raise & Extension

This event uses two 24-foot (7.32-m) fire department ladders. For your safety, a retractable lanyard is attached to the ladder that you raise.

This event is designed to simulate the critical tasks of placing a ground ladder at a fire structure and extending the ladder to the roof or window. This event challenges candidate's aerobic capacity, upper body muscular strength, lower body muscular strength, balance, grip strength, and anaerobic endurance. This event affects the aerobic and anaerobic energy systems as well as the following muscle groups: biceps, deltoids, upper back, trapezius, muscles of the forearm and hand (grip), glutes, quadriceps, and hamstrings.

During this event, the candidate walks to the top rung of the 24-foot (7.32-m) aluminum extension ladder, lifts the first rung at the unhinged end from the ground, and walks it up until it is stationary against the wall. This must be done in a hand over hand fashion, using each rung until the ladder is stationary against the wall. The candidate must not use the ladder rails to raise the ladder. The candidate immediately proceeds to the pre-positioned and secured 24-foot (7.32-m) aluminum extension ladder, stands with both feet within the marked box of 36 inches x 36 inches (91.44 cm x 91.44cm) and extends the fly section hand over hand until it hits the stop. The candidate then lowers the fly section hand overhand in a controlled fashion to the starting position. This concludes the event.

The following practices are allowed:

- The candidate is given one warning for missing any rung during the raise.
- The candidate is given one warning for a boundary violation during the ladder extension.

The following practices constitute a failure:

- The candidate receives a second infraction for missing any rung during the raise.
- The candidate allows the ladder to fall to the ground during the raise.
- The candidate releases their grip on the ladder and the safety lanyard activates.
- The candidate receives a second infraction for not remaining within the marked boundary during the ladder extension.
- The candidate does not control the halyard in a handover hand manner.
- The candidate allows the halyard to slip in an uncontrolled manner.

Reasons for failure:

- Skipping rungs would give a taller candidate an advantage over a shorter candidate and is therefore not permitted. It would also allow the candidate to throw the ladder up in the air which is both unsafe and unavailable to the candidate at a fire scene when the base of the ladder is not hinged to the ground.
- Failure to completely raise the ladder demonstrates poor grip and muscular strength.
- A candidate could gain an advantage by walking the halyard backward to compensate for poor upper body strength. This compensation is not available on the fire ground where the ladder is not bolted to the fire structure.
- Failure to control the ladder indicates poor grip strength as well as muscular strength and endurance.

5. Forcible Entry

This event is designed to simulate the critical tasks of using force to open a locked door or to breach a wall. This event challenges the candidate's aerobic capacity, upper body muscular strength and endurance, lower body muscular strength and endurance, balance, grip strength and endurance, and anaerobic endurance. This event affects the aerobic and anaerobic energy systems as well as the following muscle groups: quadriceps, glutes, triceps, upper back, trapezius, and muscles of the forearm and hand (grip).

During this event, the candidate uses a 10-pound (4.54-kg) sledgehammer and strikes the measuring device in the target area until the task is completed.

The following practices constitute a failure:

- The candidate fails to maintain control of the hammer while swinging.

Reason for failure:

- Failure to maintain control of the hammer indicates poor grip strength and muscular endurance and could cause injury to the candidate and proctors.

6. Search

This event uses an enclosed search maze that has obstacles and narrowed spaces.

This event is designed to simulate the critical task of searching for a fire victim with limited visibility in an unpredictable area. This event challenges the candidate's aerobic capacity, upper body muscular strength and endurance, agility, balance, anaerobic endurance, and kinaesthetic awareness. This event affects the aerobic and anaerobic energy systems as well as the following muscle groups: muscles of the chest, shoulder, triceps, quadriceps, abdominals, and lower back.

During this event, the candidate crawls on hands and knees through a tunnel maze that is approximately 3 feet (91.44 cm) high. The candidate's movement is monitored through the maze. If for any reason, the candidate chooses to end the event, the candidate calls out or raps sharply on the wall or ceiling and the candidate is then assisted out. Upon exit from the maze, the event is concluded.

The following practices are allowed:

- The candidate can return into the tunnel if they exit through the entrance.

The following practices constitute a failure:

- The candidate requests assistance from the proctor requiring assisting with the assign task.

Reasons for failure:

- Failure to finish the event indicates a lack of confidence in dark or confined spaces.

7. Rescue

This event uses a weighted mannequin equipped with harness with shoulder handles.

This event is designed to simulate the critical task of removing victim or injured partner from a fire scene. This event challenges the candidate's aerobic capacity, upper and lower body muscular strength and endurance, grip strength and endurance, and anaerobic endurance. This event affects the aerobic and anaerobic energy systems as well as the following muscle groups: quadriceps, hamstrings, lutes, abdominals, torso rotators, lower back stabilizers, trapezius, deltoids, latissimus dorsi, biceps, and muscles of the forearm and hand (grip).

During this event, the candidate grasps a 165-pound (74.84-kg) mannequin by the handle(s) on the shoulder(s) of the harness (either one or both handles are permitted), drags it 35 feet (10.67 m) to a pre-positioned drum, makes a 180°turn around the drum, and continues an additional 35 feet(10.67 m) to the finish line. The candidate is not permitted to grasp or rest on the drum. It is permissible for the mannequin to touch the drum. The candidate is permitted to lower the mannequin to the ground to adjust their grip. The entire mannequin must be dragged past the marked finish line. This concludes the event.

The following practices are allowed:

- The candidate receives one warning for grabbing or resting on the drum.
- The candidate is permitted to grab either one or both handles when dragging the mannequin
- The candidate is permitted to lower the mannequin to the ground to adjust their grip

The following practices constitute a failure:

- The candidate receives a second infraction for grabbing or resting on the drum.

Reasons for failure:

- Use of the drum by either grasping or resting on it indicates lack of muscular strength and endurance.

8. Ceiling Breach & Pull

This event uses a mechanized device that measures overhead push and pull forces and a pike pole. The pike pole is a commonly used piece of equipment that consists of a 6-foot long pole with a hook and point attached to one end.

This event is designed to simulate the critical task of breaching and pulling down a ceiling to check for fire extension. This event challenges the candidate's aerobic capacity, upper and lower body muscular strength and endurance, grip strength and endurance, and anaerobic endurance. This event affects the aerobic and anaerobic energy systems as well as the following muscle groups: quadriceps, hamstrings, glutes, abdominals, torso rotators, lower back stabilizers, deltoids, trapezius, triceps, biceps, and muscles of the forearm and hand (grip).

During this event, the candidate removes the pike pole from the bracket, stands within the boundary established by the equipment frame, and places the tip of the pole on the painted area of the hinged door in the ceiling. The candidate fully pushes up the 60-lb hinged door in the ceiling with the pike pole three times. The candidate then hooks the pike pole to the 80-lb ceiling device and pulls the pole down five times. Each set consists of three pushes and five pulls. The candidate repeats the set four times. The candidate is permitted to stop and, if needed, adjust the grip. Releasing the grip or slipping from pike pole handle, without the pike pole falling to ground, does not result in a warning or constitute a failure. The candidate may re-establish the grip and resume the event. If the candidate does not successfully complete a repetition (i.e. complete the up and down motion), the proctor calls out "MISS" and the candidate must push or pull the apparatus again to complete the repetition. The event and the total test time ends when the applicant completes the final pull stroke repetition as indicated by the proctor who calls out "TIME".

The following practices are allowed:

- The candidate receives one warning for dropping the pike pole on the ground.
- The candidate receives one warning for stepping out of bounds.
- The candidate is permitted to stop and to re-establish grip.

The following practices constitute a failure:

- The candidate receives a second infraction for stepping outside of the boundary marked by the testing apparatus.
- The candidate receives a second infraction for dropping the pike pole.

Reasons for failure:

- Stepping out of bounds creates an advantage that may not be available to the candidate on the fire ground, which would allow the candidate to compensate for poor upper body strength.
- Failure to maintain control of the pike pole indicates poor grip strength and muscular endurance.

Appendix

Volunteer Application Form

All applicants are required to submit a completed Application for Volunteer Firefighter form to the Administration Staff at Station 2. Applications will be accepted through the year. An application form is included in this package.

Miramichi Fire Department Volunteer Application Form



Contact/Personal Information

Surname: _____ First Name: _____

Maiden Name: _____ Middle Name(s): _____

Date of Birth: Year ____ Month ____ Day ____

Home Address: _____ Miramichi, NB _____
(Postal Code)

Phone: Home: _____ Cell: _____ Work: _____

Email Address: _____ Access to a Vehicle Yes No

Availability Information

Current Employer: _____ Position Held: _____

Company Address: _____

Current Scheduled Working Hours: _____

Will your employer allow you to respond to EMERGENCY Fire pages during work hours?
Yes No

If not will your employer allow you to respond to MAJOR EMERGENCY Fire pages during work hours (specific conditions where extra personnel would be mandatory)? Yes No

Education History

Highest Level of Schooling Completed: _____

Courses/Training Obtained: _____

Volunteer Experience

I, the undersigned, affirm the information provided on this application form is accurate to the best of my knowledge.

Signature of Applicant

Date of Application