



# **EAST FERRIS FIRE DEPARTMENT**

Information and Application  
for  
New Recruits



## **A LETTER FROM THE FIRE CHIEF:**

Thank you for considering joining the East Ferris Fire Department. We welcome your interest and hope that this package will answer questions you may have, as well as inform you about what it takes to be a volunteer firefighter!

We, as members of the East Ferris Fire Department are proud of our community and proud of our service to it. We train hard and prepare thoroughly to provide safe, effective and efficient emergency help to all sorts of people in all kinds of situations. New recruits are welcome, and we are committed to safely train and equip them to be a vital part of our protection efforts.

*Not everybody can be a volunteer firefighter!* Volunteers, both male and female in “Emergency Services” are quite different from other volunteer groups you may be familiar with. We deal with dangerous situations, life threatening incidents, and complex equipment, we offer and promote a standard of protection, we are then responsible ethically and legally to provide it. The level of commitment and dedication needed for Emergency Services goes far, far beyond a typical volunteer attitude.

As you read and consider being a part of Emergency Services in our community, please feel free to speak with myself or any fire department member, or you may wish to attend a few practices to get a feel for who we are and what we do!

I look forward to hearing from you.

Sincerely,

Frank Loeffen, CEMC  
Fire Chief  
East Ferris Fire Department  
Office 705 752-2740

# EAST FERRIS FIRE DEPARTMENT

Firefighters, whether Paid or Volunteer, have roles and responsibilities that must be accepted long before considering responding to an alarm. Every firefighter owes it to themselves to be properly trained and educated on the ethical and legal requirements needed to maintain his/her own safety and to increase the public's confidence in the department.

## ROLES AND RESPONSIBILITIES

The roles and responsibilities of a firefighter with the East Ferris Fire Department are to protect the lives and property of the inhabitants of the Municipality of East Ferris, and/or the inhabitants of such other Municipalities as we may be legally required to operate in. The programs and services of the fire department range from the adverse effects of fire, sudden medical emergencies, or exposure to dangerous conditions created by individuals or nature. They also include fire prevention and public education, rescue and suppression services and include responses such as medical assistance, motor vehicle accidents, hazardous material incidents or spills, and all types of fires and explosions, and to provide First-aid and/or Cardio Pulmonary Resuscitation to those in need.

A person who wishes to become a member of the fire department must be of good character, and must reside within boundaries of the Municipality of East Ferris. The individual is expected to pass an aptitude test, and any other tests that may be required by the Chief of the Department. Medical examination by a physician must also be completed and passed. **New recruits shall be on probation for a period of six months or longer if necessary.**

Each recruit must be willing to learn and take part in the training sessions and examinations. The following are some of the roles he/she will be involved in:

## DUTIES AND STANDARDS

A firefighter is required to provide the following:

- ✓ Perform fire ground operations
- ✓ Operate and maintain fire apparatus
- ✓ Control hazardous materials
- ✓ Participate in fire safety inspections
- ✓ Perform public relations/education
- ✓ Develop fire pre-plans
- ✓ Perform rescue operations
- ✓ Apply first-aid and CPR
- ✓ Maintain fire fighting equipment
- ✓ Perform station duties
- ✓ Perform communication duties
- ✓ Perform administrative duties

## A BRIEF HISTORY

There are approximately 656 Fire Departments in the Province of Ontario and exclusively volunteer's staff approximately 80% of those fire departments and 20% is full time departments. In the remaining 100 departments, staff is a composite of paid and volunteer firefighters. There are approximately 17,000 volunteers and 9,000 full time firefighters in the Ontario Fire Service.

The first organized fire fighting recorded occurred in ancient Rome, but it was not until the middle ages that the buckets were finally put away in favor of hand fire engines using "large syringes". Insurance companies began to operate their own brigades, but these brigades were only allowed to fight fires involving the property of insured customers of the company operating the brigade! In 1865, control of firefighters passed into the hands of the local Municipalities, and new methods and technologies rapidly contributed to its effectiveness. Today, the design of equipment, breathing apparatus, vehicles, and training is very sophisticated making the job easier and safer. Such innovations as radio communications has made major changes in attach strategies.

Firefighting is both an Art and a Science and is best accomplished by safe, disciplined teams with special training and equipment, directed by Officers, utilizing procedures gained through study and experience.

## WHAT IS EXPECTED OF NEW RECRUITS???

*As mentioned, Emergency Services are not like other fields of volunteer service.*

Perhaps that is why being involved in Emergency Services is so special. The following items are listed to give you an idea of what will be expected of you as a new recruit on the East Ferris Fire Department. Don't let this frighten you or overwhelm you! It is our suspicion that many of these expectations are naturally a part of your attitudes and character *already*.

Emergency Service volunteers tend to be action oriented risk takers, highly dedicated, family oriented, with a great deal of internal motivation, have difficulty saying no, and like to be needed. Your interest in our Fire Department already demonstrates to us many of these characteristics!!

Our work involves house fires, chimney fires, vehicle fires, vehicle accidents, vehicle rescue, hazardous material management, medical emergencies, rescue, emergency pre-planning, fire safety and awareness, etc.... **As a new recruit you will not be doing any of these things until you are ready!** Training will be your focus, as you rely on your Officers, but it will not be long before you find yourself contributing to our efforts in ways you can only now imagine!

## **ETHICAL REQUIREMENTS**

The code of ethics that applies to all members of the East Ferris Fire Department are:

- Responding promptly to all alarms.
- Obeying the orders of the officer in charge.
- Reporting to the fire hall after each call.
- Sharing the work required after the fire in loading hose and cleaning equipment.
- Refrain from using profane language while working at calls and around the public.
- Be loyal to the officers and members of the fire department.
- Conduct oneself in a manner that is in keeping with the responsibilities of a fire fighter.
- Voluntarily resign, if at any time you cannot comply with the rules and regulations of the department.

## **LEGAL REQUIREMENTS**

Legally, no member of the fire department should enter any premises where alcoholic beverages are sold or consumed while in uniform, except with the permission of the department. One must abstain from using, or will refrain from being, on duty if they are impaired by the use of intoxicating beverages or drugs. Firefighters have an obligation to do what they need to do to provide the best service to the community. They must take into consideration not only what is best for their citizens' safety, but their own as well. This can be accomplished through proper training and following the guidelines given to them in the by-laws establishing the fire department.

A firefighter's job is a dangerous and demanding one, one that can have serious consequences if the firefighter does not adhere to the Role and Responsibilities set out for him/her. They must also conduct themselves in accordance with the ethical and legal standards of the department. Hopefully we have covered some of these roles and responsibilities of the firefighter and the ethical and legal requirements and how they apply to him/her.

**In our new recruits and members we look for:**

- A willingness to commit to a long term relationship with the fire department.
- **A willingness to train.** The vast majority of our time is spent training. Your training will begin the first day you join, and will continue throughout your career as a firefighter. Currently we train twice a month “in house” and occasionally with the Office of the Fire Marshall. Our training involves the Ontario Firefighters Curriculum, which every firefighter goes through and covers all aspects of firefighting. This is both a personal study and hands on experience as you are shown and equipped with the skills you will need. *A definite commitment to progress through the curriculum and attend training meetings is necessary.*
- A willingness to follow the procedures and policies of the fire department, to respect and follow orders from the chain of command, and to carry out your duties as assigned in the fire hall you are assigned to.
- A determination to attend all calls, and to remain at the scene of the emergency unless/until relieved by an Officer.
- A determination to do your best at all times, recognizing your moral and legal obligation to do so, as lives may depend on it.
- A willingness to conduct yourself in a professional manner at all calls, and to treat members of the public with courtesy and respect.
- A determination to always act in a safe manner, and to promote safety within the department.

A person is qualified to be appointed as a probationary member of the East Ferris Fire Department if you complete this application form and;

- Is not less than eighteen (18) years of age,
- Is in possession of a valid class “G” Ontario driver’s license, and willing to upgrade to class “D”,
- Is of good character,
- Passes such aptitude and other tests as may be required by the Fire Chief,
- Is medically fit to be a member, as certified by a physician.

## **THE FIREFIGHTERS PRAYER**

When I am called to duty, God  
Wherever flames may rage,  
Give me strength to save some life  
Whatever be its age.

Help me embrace a little child  
Before it is too late,  
Or save an older person from  
The horror of that fate.

Enable me to be alert  
And hear the weakest shout,  
And quickly and efficiently  
To put the fire out.

I want to fill my calling, God  
And give the best in me,  
To guard my every neighbor  
And protect his property.

And if according to my fate  
I am to lose my life,  
Please bless with your protecting hand  
My family and my wife.

## **PROFESSIONALISM AND THE FIREFIGHTER**

“IF I FAIL ONE OF YOU I WILL HAVE FAILED ALL OF YOU”

This reality affects each and every one of us; our fellow firefighters depend on effective, efficient and competent team work to achieve our objectives quickly and safely. Failure or success will be the responsibility of each individual firefighter, and will establish our team image.

Pride, ethics and morals will influence our level of achievement. Self-discipline will maintain this level. Lives depend solely on our moral and ethical judgment and commitment.

We must strive to remove all limitations that would affect the quality of service delivery to the community. Together we must ensure that the delivery of our service meets the fire service standards.

As a team and as individuals let us be the best that we can be. Without professionalism we have no respect from the community, and without rules and regulations we have no order.

*Let's be proud to be called firefighters!*



## Application Form

Please Print

Personal Information		
Confidential when completed		
<b>Last Name</b>	<b>Given Name</b>	<b>Initial</b>
<b>Address</b>		
<b>Telephone</b>	<b>Cell Phone</b>	<b>Business</b>
<b>Emergency Contact</b>		<b>Emergency Contact Telephone</b>
<b>What position did you apply for?</b>		
Volunteer Eligibility Requirements		
What hours would you be available? <input type="checkbox"/> Weekdays <input type="checkbox"/> Weekends <input type="checkbox"/> Weeknights <input type="checkbox"/> Other?	Are you legally eligible to work in Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you meet Eligibility Requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to understand oral and written English? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you able to understand oral and written French? <input type="checkbox"/> Yes <input type="checkbox"/> No	Other Languages? Describe:
Have you ever been convicted of a criminal offence for which you have not received a pardon? <input type="checkbox"/> Yes <input type="checkbox"/> No   Describe:		

**Employment Experience**

<p>Present Employer:</p> <p>Name:</p> <p>Address:</p> <p>Telephone:</p> <p>May we contact this employer? <input type="checkbox"/>Yes   <input type="checkbox"/>No</p>	<p>Position:</p> <p>How long have you been employed there?</p> <p>Duties:</p>
<p>Previous Employer:</p> <p>Name:</p> <p>Address:</p> <p>Telephone:</p> <p>May we contact this employer? <input type="checkbox"/>Yes   <input type="checkbox"/>No</p>	<p>Position:</p> <p>How long were you employed there?</p> <p>Duties:</p>
<p>Previous Employer:</p> <p>Name:</p> <p>Address:</p> <p>Telephone:</p> <p>May we contact this employer? <input type="checkbox"/>Yes   <input type="checkbox"/>No</p>	<p>Position:</p> <p>How long were you employed there?</p> <p>Duties:</p>

**Volunteer Experience**

<p>Present Volunteer Organization:</p> <p>Name:</p> <p>Address:</p> <p>Telephone:</p> <p>May we contact this organization? <input type="checkbox"/>Yes   <input type="checkbox"/>No</p>	<p>Position:</p> <p>How long have you volunteered there?</p> <p>Duties:</p>
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Previous Volunteer Organization:  Name:  Address:  Telephone:  May we contact this organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	Position:  How long did you volunteer there?  Duties:
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<b>Related Skills or Experience</b>
Previous firefighting or emergency response experience? <input type="checkbox"/> Yes <input type="checkbox"/> No   Describe:
Previous military or police experience? <input type="checkbox"/> Yes <input type="checkbox"/> No   Describe:
Other experiences that may apply to this position? <input type="checkbox"/> Yes <input type="checkbox"/> No   Describe:

**Related Skills**  
 Indicate skill level by circling the appropriate number and providing explanation.  
 1 - A trade, licence, recognized certificate or extensive experience.  
 2 - Advanced skills level and/or post secondary courses or apprenticeships.  
 3 - Familiarity acquired through personal experience, high school courses or related training.

Mechanics	<b>1</b>	<b>2</b>	<b>3</b>	
Pumps, valves or sprinklers	<b>1</b>	<b>2</b>	<b>3</b>	
Electrical systems	<b>1</b>	<b>2</b>	<b>3</b>	
Electronic systems	<b>1</b>	<b>2</b>	<b>3</b>	
Computer technology	<b>1</b>	<b>2</b>	<b>3</b>	
Breathing apparatus or scuba diving	<b>1</b>	<b>2</b>	<b>3</b>	

Building construction or design	1	2	3	
Blueprint reading	1	2	3	
Fire fighting tasks	1	2	3	
Rescue procedures	1	2	3	
Athletic sports or skills	1	2	3	
Languages	1	2	3	
Occupational health and safety Knowledge	1	2	3	
Photography	1	2	3	
Fundraising	1	2	3	
Office equipment	1	2	3	
Typing, filing or telephones	1	2	3	
Public speaking	1	2	3	
Teaching, facilitation or coaching	1	2	3	
Events coordination	1	2	3	
Radio communication	1	2	3	
Medical or health sciences	1	2	3	
Professional driver	1	2	3	
Heavy equipment operation	1	2	3	

<b>Other Licences and Certificates</b>	
CPR	Expiry Date:
First Aid	Expiry Date:
Defibrillation	Expiry Date:
Ontario Driver's Licence Class <input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> Z <input type="checkbox"/> F <input type="checkbox"/> G	Expiry Date:
Ontario Driver's Licence	Number:
Health Card	Number:
Description	Date
<b>Education Background</b>	
Elementary School Name: Highest grade/level completed	
Secondary School Name: Highest grade/level completed	
Post Secondary Education: Major or Specialization: Level or Degree Achieved	
Post Secondary Education: Major or Specialization: Level or Degree Achieved	

Please provide an accompanying resume and copies of all licences, diplomas or certificates.

**Conditions of Acceptance:**

I affirm and certify that the information given on, or attached to this application is true and correct. I understand that any falsification of statements, misrepresentation, deliberate omission or concealment of information may be considered just cause for immediate dismissal.

I authorize the East Ferris Fire Department to contact my references or previous employers as indicated and to obtain and review my medical assessment.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

Personal information is collected under the authority of the *Municipal Freedom of Information and Privacy Act* and will be used for candidate selection purposes only. This application form complies with the *Ontario Human Rights Code*.