

Delta Fire & Emergency Services

Firefighter Application Manual

Delta Fire & Emergency Services strives to provide progressive, high quality emergency and preventative services that will consistently meet the needs of the community through PREVENTION, PROTECTION & RAPID RESPONSE.



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Delta Fire & Emergency Services Firefighter Application Manual

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Delta Fire & Emergency Services strives to provide progressive, high quality emergency and preventative services that will consistently meet the needs of the community.

About Us

Thank you for your interest in becoming a Firefighter with Delta Fire & Emergency Services. We are committed to recruiting talented and motivated individuals who possess a high level of integrity to serve our community.

Delta Fire & Emergency Services works to deliver the best safety practices in fire, emergency, pre-hospital care and special services to those living, working and visiting in the community of Delta. We do this by striving to continually improve on fire suppression, fire prevention, emergency preparedness and risk identification. Delta Fire & Emergency Services aims to provide timely, quality services as well as to display compassion, respect and the utmost courtesy to all community members we serve. Firefighters occupy a position of trust. We strive to act with integrity at all times and to ensure we are effectively communicating with the community.

If you are interested in becoming a Delta Firefighter, you should be:

- Physically fit
- Well coordinated
- Highly motivated
- Committed to continuous learning
- Committed to the principles of teamwork: integrity, accountability and pursuit of excellence

A commitment to maintaining a daily fitness regime and monitoring personal wellness is essential to ensuring firefighter safety and longevity. It is important that you have the strength, stamina and cardiovascular conditioning required to take on the physical challenges of this career. Ethical behavior and accountability must be part of your nature. Taking responsibility and ownership of your actions is vital to success.

The role of a Firefighter is not suited to everyone. The daily pressure, sacrifice and risks that firefighters face separate this job from many other careers. We highly recommend that you conduct an honest self-evaluation before sending in your application: familiarize yourself with the job functions, build the necessary skill sets required and review our screening process in its entirety to gain a full understanding of the application process.



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Firefighter Qualifications

Delta Fire & Emergency Services is looking for applicants who are community-minded, positive, energetic, active and looking for a fulfilling career as a professional Firefighter.

- It is your responsibility to understand and meet the required qualifications **before** you submit your application.
- All required documentation must be submitted with your online application **in the order specified** on the *Document Submission Instructions* page.
- You will need to maintain your certifications throughout the recruitment processes.
- If you intentionally misrepresent yourself or your qualifications, knowingly withhold information or are purposely deceitful or dishonest at any stage in the process, your application file will be permanently closed. You will not be eligible to apply again during any future competitions.

Required Qualifications:

Applicants must meet **all** of the following required qualifications to be considered for employment:

- Legal entitlement to work in Canada (Canadian Citizenship / Landed Immigrant / Permanent Residence Status)
- Certificate of Completion of NFPA 1001 Levels 1 and 2 from an approved Pro Board or IFSAC accredited firefighter training program
- High School graduation or equivalent
- Valid BC Driver's Licence, Class 3 with Air Brake endorsement
- Driver's Abstract providing your most recent five year driving history dated within 30 days prior to application submission date. Candidates must demonstrate safe and responsible driving behaviour. More than six points is considered excessive and may eliminate you from the process. Other aspects of your driving record will also be considered.
- Candidate Physical Ability Test (CPAT) Certificate, current within one year from the application submission date
- Emergency Medical Responder (EMR) Licence or higher level of BC Provincial EMA Licencing. Licence must be kept valid throughout recruitment process. See the [Ministry of Health website](#) for licencing information.
- Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents - Operations Level (NFPA 472)*
- Community Volunteer Experience
- Physically and medically fit to perform the job of a Firefighter according to the standards set out in NFPA 1582
- No conviction for a criminal offence related to the job of a Firefighter.

Qualifications continued on the next page



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Preferred Qualifications:

- Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents – Technician Level (NFPA 472)*
- Technical High Angle Rope Rescue – Awareness, Operations or Technician Level (NFPA 1006)*
- Confined Space Rescue – Awareness, Operations or Technician Level (NFPA 1006)*
- Wildland Fire Fighting Certification
- Completion of other Fire Service related courses or programs
- Work and/or volunteer experience related to firefighting
- Post-secondary education and/or building construction training or experience, mechanical training or experience, or heavy equipment operation training or experience
- 2 years of accumulated work experience after the completion of high school
- Fluency in languages other than English
- Ability to swim and related life saving certificates

** Pro Board or IFSAC accredited certification not required; must provide documented proof that training meets or exceeds the appropriate NFPA standards.*



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Recruitment Process Guidelines

This guide outlines the Firefighter recruitment process used by Delta Fire & Emergency Services and should answer any questions you may have about a career as a Firefighter. Please read the information in this guide **before** beginning the online application process.

The Delta Fire & Emergency Services Firefighter recruitment process is lengthy, competitive and complex. You need to be prepared to complete the various stages on demand and in a short period of time.

In your pursuit of a career as a Firefighter with Delta Fire & Emergency Services, we offer you these guidelines:

1. Before you submit your online Firefighter application, take the time to learn all you can about the job. Familiarize yourself with the job tasks and the different stages in the recruitment process. Do your homework, it is better to be over prepared!
2. Stay current with the status of the recruitment process by visiting our webpage at www.delta.ca/firerecruitment and clicking on the Firefighter Recruitment tab.
3. If your personal contact information changes during the recruitment process please ensure you update your personal profile in our online application system.
4. Only those applicants who have been shortlisted at each stage of the recruitment process will be contacted by email or telephone regarding the next steps in the process. Job fit and suitability are critical factors considered in our decision making processes. Completion and/or passing all stages in the recruitment process does not ensure a job offer.
5. You must be able to follow and act on complex oral and written instructions. You will be evaluated on these skills throughout the recruitment process and throughout your career as a Firefighter.
6. We expect you to be prepared and ready to participate in all assessments at all times. Sometimes you may experience lengthy delays with little feedback. The very nature of our business is being prepared to respond. Please ensure you monitor your email inbox and telephone messages regularly to stay current with all requests.



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Preparing Your Online Application

Before You Apply

Before submitting your online application, it is important for you to read and understand the following:

- To be considered for a Firefighter position with the Delta Fire & Emergency Services, you must meet all of the required qualifications on the date you submit your application.
- Only those candidates with the required qualifications on the date of application submission, and whose application is regarded as complete, will be considered for advancement in the firefighter competition.
- Applications will only be accepted through the online system. We do not accept applications via email, fax, or those received in-person.
- An active email address will be required to create an online account and to submit your applications.
- Ensure that you set aside enough time to complete the application and upload your documents. You will need to dedicate approximately 60 minutes or longer to complete your online application. Take your time and make sure that you have filled everything out correctly.
- You will be required to upload the following three documents at the time you complete the online application:
 1. Resume
 2. Additional Information Form (refer to link on our website)
 3. Supporting Documents

Make sure you have these documents scanned and ready to submit **BEFORE** you begin the online application process. Refer to the *Document Submission Instructions* page for detailed information on document requirements.



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Document Submission Instructions

Before you apply, you will need to have the following **three** documents ready to attach to your online application with the specified filenames:

1. **Resume** – make sure your resume is up to date with all relevant information

File Name = 2018-LASTNAME-RESUME.PDF

Therefore if your last name is SMITH, the filename will be 2018-SMITH-RESUME.PDF

2. **Additional Information Form** – this document will provide us with additional information related to your application. Download the Additional Information Form from our website and answer all questions completely and fully **before** you apply online.

File Name = 2018-LASTNAME-AIF.PDF

Therefore if your last name is SMITH, the filename will be 2018-SMITH-AIF.PDF

3. **Supporting Documents – Required Qualifications***- all supporting documents should be scanned together and saved as one electronic document with a maximum file size of 5120KB. Zip files (.zip) are not acceptable.

File Name = 2018-LASTNAME-SD.PDF

Therefore if your last name is SMITH, the filename will be 2018-SMITH-SD.PDF

*The **Supporting Documents – Required Qualifications** file must **ONLY** include copies of the following documents **IN THIS ORDER**:

1. Legal entitlement to work in Canada, which must be shown by submitting a clear copy of one of the following:
 - a. Canadian Birth Certificate
 - b. Canadian Passport
 - c. Current Permanent Resident Card
 - d. Current Landed Immigrant Card
2. Certificate of completion of NFPA 1001 Firefighter Level 1 and 2 certificate with Pro Board or IFSAC accreditation
3. High School transcript or equivalency (do not include your high school diploma)
4. Your current Driver's Licence (front and back)
5. Driver's Abstract dated within 30 days prior to application submission date

Supporting Documents continued on the next page



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6. Candidate Physical Ability Test (CPAT) Certificate current within 1 year from application submission date
7. Valid Emergency Medical Responder (EMR) Licence or higher level of BC Provincial EMA Licencing
8. Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents – Operations Level (NFPA 472)

DO NOT attach any documentation not requested on this page. You will be given the opportunity to provide other supporting documents for preferred qualifications at a later stage in the recruitment process.



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Submitting Your Online Application Instructions

Review these instructions carefully in preparation for your online application submission.

- Please ensure that you have read and understood the **Firefighter Recruitment Manual** before starting the online submission process. As part of the application process, you will be required to read and accept the following Applicant's Declaration:

As part of your application for employment as a Firefighter with The City of Delta, your acceptance below confirms you have read and understood the following, and provided the consents and authorizations set out below.

1. I have fully read and understood the information contained in the *Firefighter Recruitment Manual* and agree to the terms and conditions outlined in that document.
2. I certify that all statements, both written and verbal, made in the course of my application for employment are true and that omissions or misrepresentations made on this application or other documentation and/or tests related to employment will be sufficient cause for cancellation of my application, and if employed, for dismissal from The City of Delta.
3. I understand I must meet all of the position's required qualifications before submitting my application for employment.
4. I understand I must maintain my qualifications (with the exception of the CPAT Certificate) throughout the selection process.
5. I understand the selection process is extremely competitive and meeting only the required qualifications does not guarantee my application will be selected to advance.
6. I understand that, on request, I must be prepared to submit original or legible copies of documentation verifying that I meet the position's qualifications. In addition, I authorize The City of Delta to verify any documentation provided with this application.
7. I understand I may be required to travel to Delta at my expense on multiple occasions to participate in and complete various stages within the firefighter recruitment process.
8. I understand that I will be required to attend a mandatory half day skills orientation meeting prior to the start of the three day Ride Along program if I am successful to move to this stage of the recruitment process.
9. I understand that I will be required to pass a medical/physical examination if I am successful to move to this stage of the recruitment process and I will be required to pay 50% of the fee for this examination.
10. I understand that I will be required to satisfactorily complete a Police Information Check if I am successful to move to this stage of the recruitment process and I will be required to pay 100% of all associated fees related to this check.
11. I authorize The City of Delta to contact my present or past employers to obtain work related and/or character references. I understand that this information will be used solely for the purpose of determining my suitability for employment.
12. I understand that should I be hired as a Firefighter, there will be a probationary work period of one year during which my performance and suitability for the position will be reviewed.

- I Accept
- I Do Not Accept

Submitting Your Online Application continued on the next page.



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- **You must complete your online application in one session.** The system will not allow you to start an application and finish it later. Ensure that you set aside enough time to complete the application and upload your documents. You will need to dedicate approximately 60 minutes or longer to complete your online application.
- Incomplete applications will not be accepted.
- The online application system is not Mac compatible, nor can you apply using a smartphone or tablet. If you do not have access to a PC, please check with your local library to book time on their public PCs. Human Resources at the Municipal Hall has a single kiosk at the front counter available for public use from Monday to Friday, 8:30 AM to 4:30 PM.
- We will correspond with candidates by email and/or telephone. Make sure that your email address and telephone numbers are accurate and kept up to date during the recruitment process.
- Once you have registered on the portal, you can click “Update My Info” at any time to check/update your contact information.
- Once you are logged into the application system, the system will guide you through the application process. Read all instructions and questions carefully.
- Make sure that you have answered all questions on every page **BEFORE** you proceed to the next page.
- DO NOT use your browser’s “Back” button to return to a previous page.
- The system will time out if there is no activity for 15 minutes. If the system does time out, contact Human Resources at 604-946-3246 from Monday to Friday, 8:30 AM to 4:30 PM or email us at employment@delta.ca. We will respond as soon as possible and will advise you on next steps.

Submitting Your Online Application continues on the next page.



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The online application process is comprised of many pages with instructions and mandatory fields on each page:

- ❖ Applicant's Declaration
- ❖ Contact
- ❖ Documents (you will be required to upload the three required documents)
- ❖ General Profile
- ❖ Employment
- ❖ Education
- ❖ Required Qualifications
- ❖ Preferred Qualifications
- ❖ Your Application is Complete (final page)

The Application Progress Bar is visible on all pages and will indicate your progress through the application process:

Application progress :

- There is no option for you to review your application when you reach the final “Your Application Is Complete” page. Make sure that you review and validate the content of each page before moving onto the next page.
- You will receive **two** confirmation emails from us. One when you first register on the system, and a second when you have successfully submitted your application for the job. If you do not receive confirmation of your application within 24 hours, please check your Junk Folder as spam filters may have redirected the notification there. If you still did not receive a notification, you may call our office at 604-946-3246 to confirm receipt of your application.



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Stages in the Firefighter Recruitment Process

STAGE 1 – ONLINE APPLICATION & SCREENING

The first step in the selection process requires you to submit an online application by **11:59 PM** on the competition closing date. Incomplete and/or late applications will not be considered.

Completed applications will be reviewed and short-listed.

STAGE 2 – WRITTEN TEST

Selected applicants will be invited to participate in a written test that is intended to measure the applicant's skills in the area of teamwork, interpersonal relations, mechanical reasoning, mathematical ability and reading aptitude. Applicants will not be tested on Firefighter-specific knowledge.

Candidates moving forward to this stage will be notified by email.

STAGE 3 – PANEL INTERVIEW

Selected applicants will be invited to a structured panel interview. The intent of the interview is to allow us to learn more about you, your experiences and your abilities from your perspective. The interviewers will be rating you based on the responses you provide. You should answer the questions in a clear and concise manner. The behavioural questions will help determine if you meet the criteria for successful job performance. The interview is also an opportunity for you to display your best attributes. You will be required to bring all original documentation/certifications to your interview.

Candidates moving forward to this stage will be notified by telephone.

STAGE 4 – RIDE-ALONG

Selected applicants will be required to participate in a half day **mandatory** skills orientation meeting prior to start of the Ride Along program.

Applicants selected to participate in the Ride Along stage will report to three separate fire halls in Delta. The Ride Along schedules follow the Delta Fire day shift schedule, running from 0800 hrs to 1800 hrs. During your Ride Along you will be participating as part of the fire crew, responding to calls and taking part in daily activities. Candidates report directly to the Captain and work under direct supervisor of the Officer in Charge at all times. The Captain will determine the degree of candidate involvement.

Candidates moving forward to this stage will be notified by email.



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STAGE 5 – MEDICAL/PHYSICAL EXAMINATION

Selected applicants invited to this stage must attend and pass a comprehensive examination conducted by an independent medical provider demonstrating medical and physical fitness to perform the job of a Firefighter in accordance with NFPA 1582. An online version of the standard can be viewed or purchased at the National Fire Protection Association website, www.nfpa.org or by calling them at 617-770-3000. The applicant will be responsible for paying 50% of the costs related to this examination.

Candidates moving forward to this stage will be notified by email.

STAGE 6 – POLICE INFORMATION CHECK AND REFERENCE CHECKS

Police Information and Reference Checks will be completed for all applicants moving onto this stage. The applicant will be responsible for paying 100% of the costs related to the Police Information Check.

Candidates moving forward to this stage will be notified by email.

STAGE 7 – FIRE CHIEF’S INTERVIEW

Selected applicants will be invited to an interview with the Fire Chief.

Candidates moving forward to this stage will be notified by telephone.

STAGE 8 – ELIGIBILITY LIST

An eligibility list will be finalized and interviewed applicants will be advised of the outcome. If applicable, start date of employment will be determined.

The goal of this recruitment initiative is to establish an eligibility list of qualified Firefighter candidates who would be given consideration for vacancies that arise in the upcoming year. Departmental staffing needs are subject to approval by City Council and as such it is not guaranteed that applicants selected for the eligibility list will be offered employment.

Only applicants who will be moving on to the next stage in the recruitment process will be contacted. It is the applicant’s responsibility to ensure email addresses and telephone numbers are valid and accurate. It is the applicant’s responsibility to check emails and telephone messages/voicemail on a regular basis as there are deadlines issued for payment and scheduling. All testing stages are in person, and cannot be faxed, emailed or taken online.

Please do not contact Human Resources regarding the status of your application.



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General Information

Firefighter Wages & Benefits

In accordance with the January 1, 2012 – December 31, 2019 Collective Agreement with the International Association of Firefighters (IAFFO, Local 1763), Delta Firefighters receive the following rates of pay during the first four years of employment:

YEAR	Current Rates of Pay As of January 1, 2019	
	Hourly	Monthly
First Six Months (Probationary)	\$31.58	\$5,767
Second Six Months (Probationary)	\$33.83	\$6,179
Second Year	\$36.08	\$6,590
Third Year	\$40.59	\$7,414
Fourth Year (First Class)	\$45.11	\$8,238

Firefighters' Benefits

Firefighters receive several benefits including the Medical Services Plan of BC, extended health & dental coverage as well as group life & long term disability insurance. Firefighters have access to the Employee and Family Assistance Program.

Delta Fire & Emergency Services Firefighters are provided with full work and dress uniforms, and personal protective equipment including duty gear.

Firefighters' Pension

Delta Firefighters are enrolled in the British Columbia Municipal Pension Plan.

Annual Vacations

Delta Firefighters are granted the following annual vacation entitlements:

- 1 year of service – prorated
- 2 years of service – 9 duty shifts
- 3-10 years of service – 13 duty shifts
- 11-23 years of service – 17 duty shifts except 21st year
- 21 years of service – 21 duty shifts
- 24 and subsequent years of service – 21 duty shifts

Statutory Holidays

Delta Firefighters are granted 12 duty shifts in lieu of the 12 Statutory Holidays.



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Hours of Work (Fire Suppression)

The hours of work consist of an average of 42 hours per week. The schedule has rotating day and night shifts comprised of two 10-hour day shifts, followed by two 14-hour night shifts. Normally, after each set of four duty shifts, a firefighter has four days off.

Recruit firefighters are hired on a probationary period of one (1) year. Upon completion of the first year of employment a firefighter will enter the Pool System. There are two pool firefighters on each platoon for a department total of eight. The pool firefighter is required to work a flexible work schedule based upon the needs of the Department. A pool firefighter understands that they may be required to work on short notice and may not consistently follow the normal firefighter work schedule. A pool firefighter does not work more hours than a non-pool firefighter over a 56 day cycle. A firefighter remains in the pool until replaced by junior firefighters.

Appearance & Grooming

Personal appearance and grooming requirements will be applied in a manner consistent with WorkSafeBC and Human Rights legislation.

Environmental & Working Conditions

Environmental factors play a large role in the performance of a Firefighter's duties. Some working conditions that Firefighters experience as part of normal operating procedures include:

- The requirement to report for each shift "fit for duty", both mentally and physically.
- Shift work, including holidays and weekends.
- Firefighters may be required to respond to staff call backs and major alarms.
- Performing required tasks while wearing full personal protective equipment including Self-Contained Breathing Apparatus.
- Withstanding strong vibrations over extended periods of time (i.e. operating/holding heavy power tools in awkward positions, etc).
- Working quickly to extinguish fires in extreme heat and when visibility is poor or non-existent.
- Experiencing physically demanding task during extreme fluctuations in temperature.
- Lifting, carrying, butting, extending and climbing ladders to extreme heights, while maintaining balance and maneuvering in unwieldy positions.
- Working in hazardous areas that are hot, wet, slippery, muddy, icy, dirty, cramped, etc.
- Working on and around moving machinery, vehicles and equipment.
- Being aware of and protecting against burns and other injuries; exposure to sharp objects, hazardous substances through inhalation, injection, ingestion and absorption; high noise levels; infectious agents/biological hazards; radiation hazards; smoke; dust; noxious odours and contaminants; and uninstalled and unshielded electrical equipment.



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Tasks & Duties of a Firefighter

Typical day-to-day job duties that meet the primary functions of the Firefighter position include:

A. Fire Suppression

- All on-scene fire ground operations are performed while wearing department issued protective personal equipment and may include donning, doffing and regulating a Self-Contained Breathing Apparatus
- Using cumbersome tools (i.e. axes, sledge hammers, etc) to make forcible entries
- Entering smoke filled buildings/rooms with a hose in hand
- Dragging charged hose on stairs and around obstacles (i.e. furniture, walls, etc)
- Extending the hose line to a fire
- Opening a nozzle on a charged hose line
- Operating/holding a charged line in confined spaces/awkward positions
- Monitoring hot spots/preventing flare ups

B. Emergency Response & Initial Scene Assessment

- Accurately receiving and comprehending radio dispatched information
- Responding to residential, industrial, structural and/or wildland fire emergencies
- Responding to rescues/requests for assistance/reports of smoke
- Responding to electrical hazards/potential sites of ignition
- Safety driving/riding in firefighting/emergency apparatus in response mode
- Identifying on-scene hazards and seeking the source of fire
- Advising commanding officers of on-scene fire conditions and hazards
- Assisting the emergency scene and determining if assistance from additional fire personnel, law enforcement, medical examiner and/or utility personnel is required
- Determining the stability of supporting surfaces
- Determining the safest route for extricating/evacuating victims
- Following radio response protocols including exchanging information with other crew members, dispatchers and commanding officers at the scene
- Shutting off utility services to building

C. Hose Handling

- Calculating building height in metres from its floors
- Determining water stream required to reach the fire
- Calculating liters or gallons per minute out of a particular size hose
- Determining the number of lines needed to extinguish the fire
- Wrapping hose around a hydrant to stretch it out and ensure it reaches the port
- Removing the hydrant cap with a wrench
- Coupling a hose connection to the hydrant
- Coupling and uncoupling hose connections
- Dragging/extending accordion folded or flat load, uncharged
- Opening hydrant to charge fire hose



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- Dragging/holding a charged hose unassisted and opening the nozzle
- Applying a hose clamp to a charged/uncharged hose

D. Pump Operations

- Calculating, achieving and maintaining correct water pressure for hose lines
- Operating foam dispensing equipment
- Inspecting and maintaining fire apparatus during emergency and non-emergency operations by checking gauges and preventing freeze up

E. Primary Search

- Verbally communicating while wearing personal protective equipment such as a face piece and Self-Contained Breathing Apparatus
- Crawling on floors with limited visibility, feeling around for the heat of the fire source
- Systematically searching for victims including missing firefighters
- Extricating trapped conscious/unconscious victims
- Dragging/carrying/removing conscious/unconscious victims from danger source
- Unassisted, dragging/carrying conscious/unconscious victims down stairs/out of buildings
- Unassisted, carrying conscious/unconscious victims down ladders

F. Fire Ground Operations

- Calculating building heights in meters to allow for proper deployment of ground and aerial ladders
- Being aware of electrical lines/hazards when positioning fire apparatus, ladders, etc.
- Setting up Aerial Apparatus jacks/out-riggers and placing chocks
- Operating the ladder pipe from Aerial platform and positioning/raising ladder
- Removing extension ladder from apparatus and placing in position
- Butting ladder, raising halyard to desired length and then positioning the ladder by lowering it into its objective
- Climbing Aerial Apparatus and/or ground ladders
- While on a ladder or from other heights (i.e. rooftops), directing hose/nozzle at fire
- Removing from apparatus and transporting/placing heavy equipment into operation (i.e. positive pressure fans, generators, ladders, tools etc)
- Hoisting equipment to upper levels with a rope
- Carrying heavy equipment up stairs
- Determining when to open roofs, walls and doors
- Making openings for ventilation using hydraulic/power/hand-tools
- After a fire is extinguished, checking for smoldering fire inside walls and ceiling
- Lowering ladders and re-bedding them onto apparatus
- Reloading wet hose back onto apparatus



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G. Salvage & Overhaul

- Securing/preserving evidence at fire scene
- Stabilizing walls/roofs
- Moving furniture/valuables and protecting them with salvage covers
- Creating dikes for channeling water out of building
- Removing burned and charred waste

H. Pre-hospital Care

- On-scene pre-hospital care is performed while wearing department issued protective personal equipment
- Using Blood Pressure cuffs, Pulse Oximeters and Glucometers
- Pain management with Entonox
- Setting up Intravenous drips for Paramedics
- Accurately receiving/comprehending radio dispatched information
- Removing from apparatus and carrying to scene heavy trauma equipment
- Donning additional personal protective equipment (i.e. gloves, masks, eye protection, etc)
- Assessing patient condition and providing initial medical care
- Managing hysterical/agitated/unstable patients requiring medical attention
- Applying resuscitation measures as necessary
- Performing COT or other appropriate cardiac emergency procedures
- Setting up and operating an Automatic External Defibrillator
- Administering oxygen
- Controlling bleeding/immobilizing fractures/bandaging wounds
- Treating shock
- Assisting in childbirth
- Gathering information from a patient or family regarding the patient's medical history
- Providing concise/complete information to paramedics regarding status of patient(s)
- Assisting paramedics with continued care of the patient
- Preparing and transferring a patient to an emergency vehicle

I. Vehicle Extrication

- Vehicle extrication is performed while wearing department issued protective personal equipment, which may include donning, doffing and regulating Self-Contained Breathing Apparatus
- Controlling the accident scene to protect self, crew, victims, witnesses, etc
- Directing traffic around accident scene
- Stabilizing vehicles using cribbing and other necessary tools
- Removing apparatus, carrying, starting and operating heavy/hydraulic equipment to extricate trapped victims
- Safely freeing/removing persons from entrapments
- Preserving evidence at the scene
- Sweeping up/picking up glass, debris and hazardous material spills



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J. Fire Hall

- Maintaining physical and mental abilities “fit-for-duty”
- Reporting for duty early to maintain a crew accountability system
- Presenting a clean/neat personal appearance to maintain proper deportment
- Maintaining positive and harmonious working relationships with crew members
- Removing used equipment from apparatus after calls for cleaning/drying
- Removing hoses from hose tower and storing them
- Preparing the emergency vehicles for the next response, including decontaminating and disinfecting unit and equipment, restocking supplies, inspecting equipment and making arrangements for necessary repairs and replacement
- Performing facility repairs or requesting maintenance calls
- Storing fire equipment and supplies
- Replenishing fire halls supplies when needed
- Maintaining an inventory of tools and equipment
- Thoroughly inspecting, cleaning, polishing and maintaining apparatus, tools, equipment and personal protective equipment
- Inspecting, servicing and performing tests of personal protective equipment including Self-Contained Breathing Apparatus
- Performing equipment overhaul operations
- Performing regular service tests on all apparatus
- Participating in ongoing training drills to further develop and maintain proficiency
- Maintaining a neat and clean working/living environment at the fire hall
- Answering routine phone calls in the fire hall
- Conducting fire hall tours

K. Fire Prevention & Inspections

- Inspecting commercial buildings for fire hazards
- Inspecting multi-residential complexes for fire hazards, dangers or violations
- Determining and accurately documenting fire code violations
- Checking operation of exit lights, emergency lights and fire extinguishers

L. Administration

- Filing out Patient Care Reports (PCR) and completing other administrative forms
- Data entry and completing computerized incident reports
- Writing building fire inspection reports
- Completing in-station training materials and following departmental directions

M. Training & Drills

Review training materials to learn and have a working knowledge of:

- Fire behavior and various causes of fire
- How to successfully attack a fire
- Building construction to predict fire reaction



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- Forcible entry into buildings
- Ventilation methods to aid in extinguishing fires
- Appropriate fire streams given factors that can affect flow of water through air
- Water supply systems
- Hydraulics and pump operation
- Practicing and performing evolutions
- Caring for hoses, hose lays and hose use
- The characteristics of and proper use of ladders
- Various methods of rescue
- Ropes and knots to accomplish rescues, stabilize vehicles and haul tools
- Extricating victims from vehicles
- Principles of shoring trenches, hydraulics and weights/gravity
- Technical High Angle Rope Rescue techniques
- Confined Space techniques
- Computers and computer programs
- Salvage and Overhaul
- Fire alarms and automatic sprinkler systems
- Hazardous materials and techniques
- The most direct routes to various addresses in a response area
- The locations of streets, water mains and hydrants in a response area
- Fire Rescue Service operational guidelines
- Other learning as required

N. Promoting Positive Public Relations

- Using tact and diplomacy when dealing with all citizens
- Treating citizens, co-workers and members of mutual aid agencies respectfully and with dignity and professionalism regardless of race, creed, gender or beliefs
- Interacting and working successfully with citizens and any outside agencies
- Providing fire education programs to the public
- Making public education appearances
- Conducting demonstrations at community events
- Volunteering time and/or participating in fundraisers for charitable work