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PAID-ON-CALL FIREFIGHTER RECRUITMENT APPLICATION MANUAL



*Maple Ridge Fire Department Mission Statement:
“Protecting Life, Property and the Environment”*

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MESSAGE FROM THE FIRE CHIEF

Thank you for your interest in becoming a paid-on-call firefighter with Maple Ridge Fire Department.

Maple Ridge Fire Department is committed to recruiting talented and motivated individuals, who possess a high level of integrity and want to serve our community. We pride ourselves in creating a culture that is reflective of our diverse community.

The citizens of Maple Ridge put their trust in Maple Ridge Fire Department and it is imperative that our members have a strong commitment to professionalism, both on and off duty. We strive to recruit candidates who emulate the characteristics we reflect in our Mission Statement of “Protecting Life, Property and the Environment”.

Paid-on-Call firefighters devote their time and energy to Maple Ridge Fire Department while maintaining their family and work commitments. They strive to become role models that will develop into leaders within our organization and in our community.

We select applicants who demonstrate natural leadership skills and strive for excellence in their daily activities through personal accountability and their ability to lead by example.

The role of a Paid-on-Call firefighter is not a fit for everyone. There are pressures, risks and sacrifices that have to be made that separate this job from many others. Just a desire to be a firefighter does not suggest an ideal fit for the role. The self-evaluation questionnaire in this manual will provide you with a better understanding of what the job entails and whether or not it is a good fit for you.

Preparation, combined with a positive & respectful attitude is essential to your future success as a firefighter.

*Howard Exner
Fire Chief*

SELF-EVALUATION QUESTIONNAIRE

- Am I prepared to commit myself for every Thursday 1800 to 2200 and Saturday & Sunday 0830 to 1630 for MANDATORY recruit training starting in January 2019 until June 2019?
- Does my lifestyle support ethical and responsible choices and actions?
- Am I prepared to maintain a level of professionalism, on and off duty?
- Does my lifestyle align itself with the Fire Department values of respect, pride, professionalism and teamwork?
- Have I been free from involvement in unlawful activities?
- Am I actively supporting my community for the benefit of others?
- Have I adopted, and do I maintain, physical fitness as a way of life [i.e. daily workouts]?
- Am I physically able to perform firefighter job tasks?
- Am I able to meet the training requirements?
- Can I work for extended periods of time under difficult and strenuous conditions?
- Am I free of phobias relating to height, confined spaces and able to maneuver with limited or no visibility?
- Am I comfortable using different hand/power tools and technical equipment?
- Can I disengage from emotional suffering, tragedy or loss of life in order to complete essential job tasks?
- Do I have a support system in place for debriefing and stress relief?
- Have I considered what the impact of this commitment will have on my family environment?
- Am I familiar with, and able to operate, within a paramilitary working environment?
- Do I understand, and will I abide by, the hair, jewellery and other grooming expectations?
- Am I able to work harmoniously in close quarters with other persons?
- Do I treat all people with respect, dignity and professionalism regardless of race, creed, gender or beliefs?
- Am I able to and do I take steps to maintain a positive attitude?
- Am I able to motivate myself? Do I motivate others?
- Do I actively engage myself in a problem solving capacity?
- Am I able to follow and carry out complex oral and written instructions?
- Does my lifestyle allow me to commit to a minimum of two hours weekly to studying training materials during the recruit training process?
- Do I, or will I, reside within the geographical limits of Maple Ridge Fire Department?
- Is my family aware of the time demands that I will have during recruit training?
- Can I meet, and am I prepared to maintain, the minimum qualifications of 25% attendance to calls and 75% attendance to practices?

PAID-ON-CALL FIREFIGHTER - GENERAL INFORMATION

Paid-on-call Firefighters' Benefits

Maple Ridge Paid-on-call Firefighters receive a generous remuneration and benefit package once they have completed recruit training. During recruit training, a \$300.00 honorarium is paid for each month of training that has been completed.

Paid-on-call members are paid in accordance with Operational Guideline 1.2.05 (Paid-on-call Compensation). The pay/benefit package is reviewed on a regular basis to maintain parity with other composite fire departments.

Other benefits that POC's enjoy are:

- WorkSafe BC coverage
- Accidental Death & Dismemberment coverage
- Free training to NFPA Standards
- Maple Ridge Departmental uniform
- Free access to the Maple Ridge Leisure Centre
- City email account
- Opportunity to serve your community
- Developmental opportunities
- Learning new skills
- Meeting people (camaraderie)
- Being on a team
- Personal reward; excitement; fun

Hours of Commitment – During Recruit Training

- Must be available to attend mandatory recruit training every Thursday from 1800 – 2200 hours and Saturday and Sundays from 0830 – 1630 hours for 13 weeks (dates to be determined).
- Recruits must be able to complete all pre-assigned readings identified from the Recruit Training manual. There will be no compensation given to candidates for this home study.
- Must be available to attend all training sessions during the recruit training period (January to June 2019).

Hours of Commitment – successful completion of Training

- **Incidents:** usually 1 hour, can be up to 10 hours for large incidents
- **Training:** Recruit Training Program approximately 130 hours over a 6 month period
- **Regular Weekly Training:** Monday nights from 1900-2200 hours or Friday mornings from 0900-1200 hours
- **Public Education:** as many hours as you are able to volunteer
- Some weekends for evaluations or training

Appearance and Grooming

Projecting proper deportment and appearance by Maple Ridge firefighters indicates a sense of pride and professionalism. All expectations will be applied in a manner consistent with Human Rights laws. Where applicable, Maple Ridge Fire Department will provide a reasonable accommodation short of undue hardship.

All Members

- Hair covering the ear shall not extend below the bottom of the ear opening.
- Hair may be coloured, frosted or tinted in a colour naturally occurring in human hair.
- Etching or other extreme hair cutting is not permitted.
- The hairstyle must not interfere with the proper wearing of regulation headgear nor impede the donning/utilization of any equipment, and/or accomplishing any function that a member may be required to perform
- Depth or bulk of hair must not exceed 50mm from the scalp.

- Ribbons, hair nets or combs will not be allowed while on duty or while representing the Fire Department in the community.
- No jewellery will be worn while on duty.
- Any jewellery worn above the neck is prohibited, i.e. earrings, ear bands, elaborate hair accessories, piercing paraphernalia, etc.
- Necklaces must be worn in a fashion that makes them not visible.
- A wristwatch or medic-alert bracelet may be worn on either wrist, provided it is snug enough to prevent a snagging hazard.
- The safest practice for rings is removal.
- Sunglasses shall not be of a mirrored type lens; they may be worn whenever conditions warrant their use. Sunglasses will be removed while addressing a member of the public.
- Tattoos are permitted if they are:
 - Not exposed above the shirt collar.
 - Not offensive in nature (e.g. offensive - nudity and/or slang or gang affiliation).

Male Members

- Hair must be contoured to the general shape of the head and to a maximum length that does not extend beyond the top of the shirt collar, measured while standing at attention.
- Sideburns must be neatly groomed and cannot extend below the bottom of the earlobe, and cannot encroach onto the area covered by the self-contained breathing apparatus face piece or respirator mask.
- Beards and goatees will not be allowed. Moustaches are permitted but must be neatly trimmed and be clean shaven to within 10mm of the corner of the mouth and 10mm below the centre line of the mouth. Moustaches must not interfere with the proper seal of the Self-Contained Breathing Apparatus face piece or respirator mask.

Female Members

- Hair must be worn to the general shape of the head and to a maximum length that does not extend beyond the top of the shirt collar, measured while standing at attention. Hair that is longer will be bound with hairpins, barrettes or elastics of a neutral colour, in a way that keeps it from extending past the top edge of the shirt collar and not interfere with the headband or secure fit of uniform hats and protective headwear.

Environmental and 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 "fit for duty", both mentally and physically.
- Performing required tasks while wearing full personal protective equipment including self-contained breathing apparatus.
- Withstanding strong vibrations over extended periods of time i.e., riding in emergency vehicles, operating/holding heavy power tools in awkward positions, etc.
- Working quickly to extinguish fires in extreme heat and when visibility is poor/non-existent.
- Experiencing physically demanding tasks during extreme fluctuations in temperature.
- Lifting, carrying, 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; uninstalled or unshielded electrical equipment.

PAID-ON-CALL FIREFIGHTER - DUTIES

Fire Suppression Duties

All on-scene fire ground operations are performed while wearing department issued personal protective equipment and may include donning, doffing and regulating a self-contained breathing apparatus (SCBA).

Emergency Response / Initial Scene Assessment

- Accurately receiving/comprehending radio dispatched information
- Responding to residential/industrial/structural/wildland fire emergencies
- Responding to rescues/requests for assistance/reports of smoke
- Responding to electrical hazards/potential sites of ignition
- Safely driving/riding in firefighting/emergency apparatus in response mode
- Identifying on-scene hazards and seeking the source of the fire
- Advising commanding officers of on-scene fire conditions and hazards
- 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

Hose Handling

- Calculating building height in meters and/or feet 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 hose 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
- Dragging/holding a charged hose unassisted and opening the nozzle
- Applying a hose clamp to a charged/uncharged hose

Pump Operations

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

Primary Search

- Verbally communicating while wearing personal protective equipment [i.e., 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

Fire Ground Operations

- Calculating building height in meters (or Feet) from its floors to elevated fire apparatus and/or ground ladders to correct height
- 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, power plants, ladders, tools]
- 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 smouldering fire inside walls and ceiling
- Lowering ladders and re-bedding them onto apparatus
- Reloading wet hose back onto apparatus

Fire Suppression

- Using unwieldy 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]
- 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

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

Pre-Hospital Care

On-scene pre-hospital care is performed while wearing department issued personal protective equipment.

- Accurately receiving/comprehending radio dispatched information
- Removing from apparatus and carrying to scene heavy trauma bag
- Donning additional personal protective equipment i.e., gloves, masks, etc.
- Assessing patient condition and providing initial medical care
- Managing hysterical/agitated/unstable patients requiring medical attention
- Applying resuscitation measures as necessary
- Performing CPR or other appropriate cardiac emergency procedures
- Controlling bleeding/immobilizing fractures/bandaging wounds
- Treating shock
- 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

- AED
- Spinal Immobilization

Vehicle Extrication

Vehicle extrication is performed while wearing department issued personal protective 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 from 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

Fire Station Duties

- Maintaining physical and mental abilities to be 'fit-for-duty'
- Reporting for training exercises early to maintain a crew accountability system
- Presenting a clean/neat personal appearance to maintain proper department
- 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 arranging for necessary repairs or replacement
- Requesting maintenance calls
- Storing fire equipment and supplies
- Replenishing fire hall 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 limited equipment overhaul operations
- Performing limited 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
- Maintaining the exterior of the fire hall [i.e., lawns, walkways, driveways]
- Answering routine phone calls in the fire hall
- Conducting fire hall tours
- Working out/participating in group sporting activities to maintain physical fitness

Administrative Duties

- Writing First Responder Patient Forms and completing other administrative forms
- Completing computerized incident reports
- Completing in-station training materials and following departmental directions

Training/Drills

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

- Fire behaviour and various causes of fire
- How to successfully attack a fire
- Building construction to predict fire reaction
- 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
- Confined Space awareness
- Computers and Computer programs
- Respective Workplace and Diversity
- 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
- Maple Ridge Fire Department operational guidelines
- Other learning as identified by the Fire Hall Captain and/or Training Division

Public Education

- 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
- Participating in fire education programs to the public
- Volunteering for public education appearances
- Conducting demonstrations at community events
- Volunteering time and/or participating in fundraisers for charitable work

PAID-ON-CALL FIREFIGHTER - QUALIFICATIONS

It is your responsibility to understand and meet the minimum qualifications before you submit your application. You will need to maintain all of the necessary qualifications throughout the assessment processes. Failure to meet the minimum requirements will result in the rejection of your application. If you are found to have falsified or intentionally misrepresented your credentials, your application file will be permanently closed and will eliminate you from any future opportunities to apply to the Maple Ridge Fire Department.

Minimum Qualifications

- Must be 18 years of age or older by the start of recruit training in January 2019
- Must reside in Maple Ridge by the end of recruit training (approximately June 2019)
- Must be eligible for employment in Canada - Canadian citizen, a holder of a Permanent Resident Card, a Landed Immigrant or otherwise legally entitled to work in Canada (i.e., holder of a work visa).
- Obtain a Police Information Check with Vulnerable Sector Check that must be uploaded with your application
- A detailed resume and cover letter must be uploaded with your application
- A copy of the following is required at the time of application:
 - A valid British Columbia driver's licence.
 - A favourable Driver's Abstract that has 6 points or less in any one year AND no more than 9 points in the 5 year history. The abstract must not have any 214/215 suspensions or any other impaired driving conviction or any Superintendent of Motor Vehicle imposed suspension. Any pending or outstanding charges must be declared at the time of your application.
- Probationary or Graduated Driver's licenses (Class 7) will be accepted with the understanding that you must obtain a Class 5 license within 24 months of being accepted to the program.
- A copy of the following is required at the time of application:
 - A High School Diploma or equivalency - equivalencies can include a High School Equivalency Diploma (i.e. G.E.D.)

Fitness and Medical Requirements

The Fire Department views fitness as an integral component in firefighting due to the physical strain induced while performing operational tasks varies according to each person's muscular strength/endurance, cardiovascular conditioning, motor coordination and flexibility.

Physical Demands / Background

The risk of injury in firefighting and rescue work results mainly from:

- The use of various heavy machines and apparatus
- Dangerous entrances and awkward spaces
- Extreme heat exposures
- Rapidly changing environmental conditions

In emergency situations, firefighters must be physically able to act quickly and at times, under duress.

FOR EXAMPLE

In a multi-story structure fire, a firefighter climbs stairs while wearing heavy and cumbersome personal protective equipment [weighing up to 25-kg] and carrying tools [weighing up to 15-kg]. Following this strenuous stair climb, the firefighter must be fit enough to then carry out physically demanding operational tasks. In rescue operations associated with traffic accidents, a firefighter must be capable of handling hydraulic tools [weighing up to 15 kg] in strenuous and awkward work positions for considerable lengths of time.

Physical Fitness Preparation

A personal commitment to a life-long fitness regime is essential to safely performing firefighter duties. To prepare for this, you need to follow and maintain a total body program that is specific for the job tasks and one that focuses on:

- Flexibility
- Cardiopulmonary Endurance
- Muscular Strength
- Muscular Endurance

Body composition is also considered an area of physical fitness. Excess body fat increases the workload placed on the body and decreases its ability to dissipate heat. Consulting a Certified Personal Fitness Trainer or Certified Fitness Consultant can help you achieve your fitness goal.

Physical Activity Readiness

Before beginning any exercise routine or aerobic fitness evaluation, it is essential you have an awareness of your ability to partake in physical activity.

Please review the following questions before starting any exercise routine or aerobic fitness training.

	Yes	No
Has your doctor ever said that you have a heart condition and recommended only medically approved physical activity?		
Do you have chest pain brought on by physical activity?		
Have you developed chest pains (while resting) in the past month?		
Do you lose consciousness or balance as a result of dizziness?		
Do you have a joint or bone problem that could be aggravated by prescribed activity?		
Is your doctor currently prescribing medication for your blood pressure or a heart condition?		
Are you or have you been pregnant within the last six (6) months?		
Are you aware, through your own experience or a doctor’s advice, of any other reason against your exercising without medical approval?		

If you have answered “Yes” to any of the above questions, please consult your physician BEFORE you start exercise routine or aerobic fitness training.

If you are uncertain how to interpret any of the questions and/or their relationship to your health, please discuss with your doctor.

Medical standards

Medical standards follow the requirements outlined under the National Fire Protection Association Standard on Comprehensive Occupational Medical Program for Fire Departments (referred to as "[NFPA 1582](#)").

Section 3.3.13 - Medical Condition Classifications

- 3.3.13.1 Category A Medical Condition. A medical condition that would preclude a person from performing as a member in a training or emergency operational environment by presenting a significant risk to the safety and health of the person or others.
- 3.3.13.2 Category B Medical Condition. A medical condition that, based on its severity or degree, could preclude a person from performing as a member in a training or emergency operational environment by presenting a significant risk to the safety and health of the person or others.

Section 6.3 – Head and Neck

Skull/facial deformities that prevent adequate helmet or respirator face-piece fit.

Section 6.4 - Eyes and Vision

Applicants must meet the requirements for a Commercial Driver (Class 3/4) as outlined by Canadian Council of Motor Transport Administrators (CCMTA) Medical Standards [Section 22, Vision Impairments](#).

Section 6.5 - Ears and Hearing

Applicants must meet the requirements for a Commercial Driver (Class 3/4) as outlined by CCMTA Medical Standards [Section 9.6.2 Hearing loss – Commercial Drivers](#).

Section 6.9 - Heart and Vascular System

Section 6.9.1 – Heart Coronary Artery Disease, Cardiomyopathy or Congestive Heart Failure, Acute Pericarditis, Endocarditis or Myocarditis Recurrent Syncope, Condition requiring an automatic implantable cardiac defibrillator, Third-degree Atrioventricular Block, cardiac pacemaker, Idiopathic Hypertrophic Subaortic Stenosis

Section 6.9.2 – Vascular System Hypertension not controlled by approved medications. Thoracic or Abdominal Aortic Aneurysm. Carotid Artery Stenosis or Obstruction. Peripheral Vascular Disease.

Section 6.10 – Abdominal Organs and Gastrointestinal System

Presence of uncorrected Inguinal/Femoral Hernia regardless of symptoms

Section 6.12 – Urinary System

Renal Failure or insufficiency requiring continuous ambulatory peritoneal dialysis (CAPD) or haemodialysis

Section 6.13– Spine and Axial Skeleton

Scoliosis of Thoracic or Lumbar Spine with angle greater than 40 degrees. Multiple spinal surgeries or spinal surgery involving fusion of more than two vertebrae, discectomy or laminectomy, or rods still in place. Any spinal or skeletal condition producing sensory or motor deficits or pain frequently requiring narcotic analgesic medication; Cervical, Thoracic or Lumbosacral vertebral fractures

Section 6.14 – Extremities

Metal plates or rods supporting bone during healing. Total joint replacement. Amputation or congenital absence of upper or lower extremity (i.e., hand, foot, thumb proximal to the mid- proximal phalanx). More than one shoulder dislocation without surgical repair or recurrent shoulder disorder within last five years.

Section 6.15 – Neurological Disorders

Ataxias of here do-degenerative type.

Cerebral arteriosclerosis.

Hemiparalysis.

Multiple sclerosis or Myasthenia gravis with activity within previous three years.

All epileptic conditions without complete control during previous five years.

Dementia and Parkinson's diseases.

Section 6.18 – Endocrine and Metabolic Disorders

Diabetes mellitus which is treated with insulin.

Diabetes which is not treated by insulin nor controlled.

For reference, a complete copy of the NFPA 1582 standard can be purchased from the National Fire Protection Association at www.nfpa.org or (617) 770-3000.

Physical Fitness Hiring Standards

Physical Ability Test – The intent of the Physical Ability Test is to establish an individual's ability to perform physical job tasks with enough reserve for emergency situations and normal activities. Some of the activities you should be able to perform can be found on this [video](#).

APPLICATION PROCESS

The application process for the Maple Ridge Fire Department will take place from September to November 2018 and has been broken down into the following seven (7) stages:

- Stage 1 – Application Submission & Review
- Stage 2 – Entry Level Testing – FireTEAM
- Stage 3 – Physical Ability Testing
- Stage 4 – Interview, Reference Checks
- Stage 5 – Medical Exam
- Stage 6 – Conditional Offer
- Stage 7 – Pre Training Preparation
- Stage 8 – Recruit Training

All applicants will be notified during the process if they will be moving on to the next stage via email. It is the candidate's responsibility to ensure email addresses are valid and up-to-date and computer firewalls/security is set up to accept emails from the City of Maple Ridge. It is the candidate's responsibility to check emails on a regular basis as there are deadlines. All testing stages are in person, and are on scheduled single date.

The Paid-on-call Firefighter Recruit Selection Process

- You must be successful at each stage in order to be considered further in the process.
- If you are unsuccessful at any stage in the process, you will be informed if you are eligible to re-apply and the date when you become eligible to re-apply.
- If you are eligible to re-apply, you will restart the process at Stage 1; you must be successful again in all stages of the recruitment process regardless of your past performance.
- If you are re-applying, you will be required to follow all process steps as identified at the time you are re-applying.
- Re-applying multiple times may be allowed.
- If it is determined you are unsuitable for this position, your application file will be permanently closed.
- Permanent file closure can occur at any stage in the process.
- If your application is permanently closed, no future Paid-on-call firefighter applications will be accepted.

Starting the Application Process

Complete the online application form **in full**. It is your responsibility to understand the application and to provide all the requested information. You are responsible for the accuracy of all statements.

Police Information Check with Vulnerable Sector Check

The nature of our business requires each candidate to complete the Police Information check with Vulnerable Sector Check. These reports can take time so prepare accordingly and apply for it early. There is a cost involved, check with the RCMP detachment for the current fees.

Ridge Meadows RCMP will process the search for all residents of Maple Ridge. They are located at 11990 Haney Place, Maple Ridge. For more information, visit their [website](#).

An original completed Police Information Check with Vulnerable Sector Check must be included with your online application.

NOTE: Applicants residing outside of Maple Ridge must request their Police Information Check with Vulnerable Sector from their local police detachment.

Entry Level Testing

FireTEAM is a video-based testing system that assesses critical skills necessary to be a firefighter and includes the often overlooked content areas of teamwork and human relations, as well as mechanical aptitude, reading ability and basic math skills.

This step is measured as pass/fail; your test score is not used to determine a ranking order nor will it be utilized in your hiring decision. You must achieve a passing score to be eligible to proceed to next stage.

If you fail to achieve a passing score, you will be advised of your eligibility to re-apply during the next recruitment intake.

More information on the testing can be found at www.ergometrics.org

Physical Ability Testing

You will be contacted via email with booking information. **DO NOT** book or pay for an external Physical Ability Test session, as the testing will be done by the Training division of the Maple Ridge Fire Department.

The Interview

The intent of a personal interview is to allow us to learn more about you, your experiences and your abilities in your own words. It is also an opportunity for you to demonstrate that you are suitable for the position.

The interviewers will be rating you based on the responses you provide. It is your responsibility to provide thorough information in a clear and concise manner.

The behavioural questions will be measured to determine if you meet the criteria for successful job performance. Your scores will not be used to determine a ranking order.

If you fail to demonstrate suitability in the required competencies, you will be advised of your eligibility to re-apply for the next recruitment.

If your responses are significantly below the minimum criteria required for job success, you will be considered unsuitable for this position and therefore not eligible to re-apply in the future.

As with the other steps in our hiring process, your interview is based on a pass/fail rating. Each of your responses is rated to determine whether you have met the competency criteria for successful job performance and fit.

Tips to prepare for the interview

Research the Position / Conduct a Self-Analysis / Compare Your Results

1. Research the position to build a list of essential job tasks.
Do what you can to research the tasks and activities performed by a firefighter. Begin building a list of typical firefighter job duties.

Use whatever resources are available to you to identify the duties and the different types of work environments in which these tasks are performed. (I.e. Internet, your local fire crew, fire training programs, or our [website](#)).

2. Conduct a self-assessment to help determine your Job Fit.
Job Fit is an important factor to consider when preparing for your interview. If you enjoy the activities that are important to successful job performance, you are more likely to find this type of work personally satisfying.

Begin building a list of activities that you know you find satisfying and enjoy performing. Simply telling the interview panel you enjoy all activities isn't sufficient. The panel wants to know specifically what activities you like.

3. Reflect on past personal experiences to identify similar behaviors to the job tasks.
Think of and build a list of situations in the past four or five years where you have demonstrated similar behaviors to those on your list of firefighter tasks.

You do not require prior firefighter experience to successfully meet the position's competencies. Consider all your experiences including those gained through your school years; team/sporting activities, volunteer opportunities, etc.

4. Compare your lists to identify common factors or shortfalls. Compare all of your lists to see how closely they match.
By conducting this comparison, you will be able to:
 - Identify what factors of this occupation you are drawn to
 - Identify any shortfalls you may have in the areas of experience and skill
 - Compile a list of related examples to draw from during your interview

Know the structure, culture and community which the Fire Department serves

Your objective should be to develop an understanding of the type of community, the nature and history of the position and the particular issues the organization and the department is facing.

If you are not familiar with the City of Maple Ridge and its surrounding communities, learn what you can of its structure (i.e. the climate and geographical layout, the sociological issues, Council's priorities, economic environment, etc.) to better identify the types of emergency response calls and the resources utilized by the Fire Department.

Commit to adequate preparation before your interview

Preparation is vital to the fire department. Prepare for your interview with the same energy you would commit to responding to an emergency as a firefighter. You may have little advance notice of your interview spot. Ensuring you are adequately prepared will lessen some of the stress associated with an interview and allow you to focus on marketing yourself for the position.

Presentation is important

A professional and confident demeanor is expected. This is your opportunity to form a positive impression with your interviewers. Your dress, grooming and manners will be considered. Be well versed with the hair and jewelry guidelines in this manual and recognize that the fire department is a paramilitary organization which incorporates a rank and structure model. Visit our [website](#) to review the department organizational chart and other important information. A respectful approach is warranted.

Recognize any distracting nervous habits you may have and develop strategies to curtail or lessen their impact on your behavior. Practice maintaining good posture and direct eye contact.

Plan your arrival for no more than 10 - 15 minutes before your appointed time. Arriving late always creates a bad first impression. If circumstances beyond your control prevent you from arriving on time, ensure you contact Maple Ridge Fire Department Administration at 604-463-5880 to discuss your options.

Use your interview time wisely

A job interview is a communication process. Sharpen your verbal communication skills to ensure you:

- Listen carefully (ask for clarification if needed)
- Remain professional and positive
- Speak clearly and audibly
- Answer the questions with specific examples
- Moderate your volume and animation
- Although it is wise to avoid excessively lengthy responses, ensure that you provide relevant details – do you want to leave your interview thinking "oh, I forgot to tell them about..."
- When given the opportunity, ask well-thought out questions which demonstrate your interest in the position. Let your interviewers know why you want the job and what you can offer

Reference Checks

We use a number of tools throughout our assessment processes to validate your information and to capture a clear representation of your history. At this stage of the process, we substantiate this information through your references.

Medical Exam

After the interview process, successful candidates will be sent for a full medical exam through our private medical provider. Applicants should be prepared to fast prior to the exam and bring any visual aids. The exams can last up to 3 hours and will be scheduled by our administration department. You will be provided with a date and time with advance notice in order to make any scheduling arrangements.

Failure to show up for the medical exam will remove you from the selection process and you will be charged a no show fee by the provider.

Conditional Offer

Once you successfully advance to this step, your file has reached the point where a recruitment decision is made. All data is compiled and your file is presented to Senior Management.

The purpose is to review the perspective on your suitability for this position to determine if you are to receive a Paid-on-call firefighter position offer. Our recruitment decision is based on consideration of your competencies, skills, and physical abilities. We also consider where you are currently residing, or planning to reside, in Maple Ridge.

Pre-Training Preparation

- Complete Administrative forms
- Fit testing
- Gear Fitting and Uniform Issued
- Text books Issued (pre-reading may be assigned)

Recruit Training

Recruit training will occur every Thursday from 1800- 2200 hours; Saturday and Sundays from 0830 – 1630 hours for 13 weeks (dates to be determined). Recruits must be able to complete all pre-assigned readings identified from the Recruit Training Manual. There will be no compensation given to candidates for this home study.

As you are expected to maintain standards throughout the course of your employment as a Maple Ridge Paid-on-call firefighter, you must physically and mentally prepare yourself to begin a rigorous and challenging fire recruit training program. Your abilities, attitude and demeanor will be assessed throughout this process, and throughout your employment term.

Maple Ridge Fire Department training programs are designed to give firefighters the knowledge and skills to cope with the dangerous and hostile environments they face. Recruit training curriculum incorporates in-class theory, practical, hands-on training on a simulated training ground.

During your recruit training, you will complete Basic Firefighting Training. When successful in completing the training, you will be placed in your assigned hall and be on probation until your year-end evaluation is successfully completed.

Knowledge Preparation

During recruit training, you will be tested frequently on your theoretical and practical knowledge to ensure you meet the standards. Failure to meet these standards will result in letter(s) of warning and could result in dismissal.

A recommended amount of study time is approximately up to 6-8 hours per week. Preparation is essential. Pre-reading assignments will be given out at the pre-training preparation day.

Physical Preparation

To enhance the likelihood of success during recruit training and to reduce the risk of injury, you must report to training in top physical shape. It is imperative that you are prepared for a high volume of fitness activity.

Fire ground training conditions will tax you physically (i.e., breathing compressed air, extreme heat/temperature changes, constant physical activity during inclement weather conditions, etc.).

Probationary Period

During your probationary period, you will undergo extensive training and evaluations to determine ongoing suitability as a Paid-on-call firefighter. You will undergo regular evaluations regarding your strengths and weaknesses, to ensure you have the tools (information/feedback) to successfully complete your probationary period. Candidates who fail to meet the training standards will be released from the Maple Ridge Fire Department.

FREQUENTLY ASKED QUESTIONS (FAQ'S)

Questions	Answers
Where can I find information on becoming eligible for employment in Canada?	Please contact the Government of Canada Citizenship and Immigration Centre at www.canadainternational.gc.ca or toll free 1-888-242-2100
How can I determine if my medical condition makes me ineligible for hire?	<p>Your physician is the best resource for information on your personal health. We encourage you to book a complete physical with your physician before you decide to submit a Paid-on-call firefighter application to identify and/or discuss any conditions that may affect your ability to perform essential fighter job tasks.</p> <p>To aid your physician in understanding the job tasks, a copy of the NFPA 1582 standard can be purchased through the National Fire Protection Association at www.nfpa.org or phone (617) 770-3000.</p>
I did not complete a High School Diploma. What will you accept as a suitable equivalent?	<p>We will accept a High School Equivalency Diploma [i.e. G.E.D.], a two-year diploma, an undergraduate or applied degree or an Apprenticeship or Journeyman certificate.</p> <p>To find the guidelines for completing High School equivalency programs, please refer to the Provincial and Territorial Departments and Ministers Responsible for Education in Canada at www.cmec.ca or phone (416) 962-8100.</p>
I do not have a copy of my High School or equivalency diploma? What will you accept as a suitable replacement?	We will accept a copy of an official school transcript providing that it clearly indicates you have met the requirements to be awarded the diploma.
I completed my education outside of Canada. How can I be sure it meets your qualifications?	<p>Please contact BC International Qualifications Program at www.aved.gov.bc.ca/internationalqualifications/ or phone (250) 952-0247 to determine how your education compares to British Columbia's educational standards.</p> <p>If applicable, please have your non-English documents translated prior to including them with your application.</p>
Do I need Basic First Aid or Higher if I already have the First Responder Certificate?	No, the First Responder Certificate will be considered as equivalent.
How can I find out if my CPR courses have been approved by the Maple Ridge Fire Department?	<p>The approved agencies and courses:</p> <p>Canadian Red Cross www.redcross.ca</p> <ul style="list-style-type: none"> • Approved EMR Course: "First Responder" • Approved CPR Course(s): "CPR – Level C; CPR – Level HCP (Healthcare Provider)" <p>Heart and Stroke Foundation of Canada www.heartandstroke.ca</p> <ul style="list-style-type: none"> • Approved CPR Course: "HeartSaver AED (C)" St. John Ambulance www.sja.ca • Approved CPR Course: "Level C – HCP (Healthcare Provider)"

<p>I recently moved to British Columbia. How can I determine if my operator's license and/or demerit points meet your driver license qualifications?</p>	<p>Please contact the Insurance Corporation of British Columbia www.icbc.com or in the Lower Mainland: phone (604) 661-2800, or send a fax to (604) 646-7400. Elsewhere in B.C., Canada and the U.S.: 1-800-663-3051 or send a fax to (604) 661-2896.</p>
<p>At what point in the Paid-on-call firefighter recruitment process am I required to upgrade/transfer my driver's license?</p>	<p>You do not require advanced driver certification to apply for a Paid-on-call firefighter position. <i>However, if you have a Class 7 license, you will be required to upgrade to a Class 5 license with 24 months of your hire date.</i></p> <p>Note: Your license must be valid and have minimal entries and no more than six (6) demerit points in the last year and no more than 9 demerit points in any 5 year period. A current drivers abstract (within 30 days of application date) is required as part of your application package. They can be obtained from Service BC or online at www.icbc.com.</p>
<p>What do you accept as a suitable Commercial license?</p>	<p>We will accept either of the following licenses:</p> <ul style="list-style-type: none"> • British Columbia Class 1, 2 or 3 licenses with an air brake endorsement.
<p>Do I require previous firefighting experience or training prior to making application?</p>	<p>No. Training will be delivered prior to being placed in a Hall</p>
<p>I have CPAT certification from another fire agency. Can I use this certificate in Maple Ridge's process?</p>	<p>No. You will still need to complete the Maple Ridge Fire Department Physical Ability Testing.</p>
<p>What do I need to bring with me to my interview?</p>	<p>When your interview has been booked, we will send you an e-mail outlining items you are expected to bring to your appointment.</p>
<p>What if I cannot come up with an answer to an interview question?</p>	<p>You can ask to gather your thoughts or to bypass the question and return to it later. If you still cannot recall a specific experience to share, try to reflect back on any volunteer experiences or situations that you have dealt with involving your family or friends.</p>

<p>How can I prepare for my interview?</p>	<p>Don't wait until the last minute to prepare! Practice and preparation ahead of time are essential to your success. Our hiring needs may dictate a rapid turnaround between your aptitude test session and your interview. Refer to the tips provided in this manual.</p>
<p>How long is the selection process?</p>	<p>Unfortunately, there isn't a set time frame to follow as the recruiting needs of our department fluctuates and are dependent on outside factors such as retirements, funding, city growth, legislation, etc. It may be necessary for us to "speed up" or "slow down" our process in order to meet operational needs. You may be asked to participate in one or more tests in a short period of time or you may need to wait for a period of time until sufficient resources are available.</p>
<p>How often should I expect to hear from Maple Ridge Fire Department?</p>	<p>It is your responsibility to keep us informed of any changes in contact information (email, telephone, address) or if you will be unavailable for a period of time (i.e., on vacation, out of the country, etc.).</p>
<p>I am currently a Volunteer/POC/Auxiliary firefighter in another City/Municipality. Do you have an experienced firefighter transfer program?</p>	<p>Yes. You will still be required to complete the full application process to deem suitability. Once this has been completed, you will be given a series of training/evaluation dates to attend. Upon completion of these dates, you would be assigned to a Maple Ridge Fire Hall.</p>
<p>I have completed the Professional Firefighter Certification [i.e., NFPA 1001 Professional Firefighter]. Do I have an advantage?</p>	<p>Not necessarily. We accept applications from individuals from all walks of life and assess their files based on individual skills, experiences, attributes, values, etc. Applicants are measured on their ability to meet/exceed our standards rather than how they compare to other candidates.</p>
<p>Can you recommend courses that I can take to better my chances of being selected?</p>	<p>Due to the competitive nature of the assessment process, we do not counsel or provide recommendations to potential applicants on how to increase their competitiveness.</p>
<p>If I am unsuccessful at any step in the selection process, what feedback can I expect?</p>	<p>General feedback will be provided wherever possible, which will outline your eligibility to re-apply and if applicable, the length of time that must transpire before a future application will be accepted.</p>
<p>Why wouldn't you accept another application if you've closed an applicant's file permanently?</p>	<p>Organizational and job fit are vital to success in this profession. When it is determined an applicant cannot, did not, and is unlikely to meet our standards in the future, the applicant is considered unsuitable for this position. Continuing to assess an unsuitable individual is neither cost-effective nor respectful to that person.</p>
<p>What is the cost of the required training?</p>	<p>The required training for Paid-on-call firefighters is provided by the Fire Department free of charge. Transportation to and from additional training sites may also be supplied.</p>
<p>How much will I have to pay for my protective clothing?</p>	<p>All required protective clothing is provided by the Fire Department at no cost to the individual.</p>

<p>What is the format of the training schedule?</p>	<p>The recruit training program is scheduled on every Thursday from 1800 to 2200 and Saturday & Sunday 0830-1630. The cognitive materials will be assigned as pre-reads prior to the start of the practical skill development.</p>
<p>Who provides insurance coverage for my activities as a Paid-on-call firefighter?</p>	<p>WorkSafe BC (Workers' Compensation Board) coverage is in effect when the individual member is performing the duties of a Paid-on-call firefighter. The City also has insurance coverage for auto liability when operating Fire Department vehicles, as well as accidental death and disability coverage.</p>
<p>Are Paid-on-call firefighters paid?</p>	<p>Paid-on-call firefighters are paid for required training and for all emergency call-outs at the rate set by City Council.</p>
<p>After my initial training period, how much time will I be expected to give each month as an active member?</p>	<p>While the exact time requirements vary from hall to hall, the average training and call out time is at approximately 20 hours per month. There is no ceiling on how much you can participate in optional duties, such as tours and public education, as well as the additional demands of officer positions.</p>
<p>How quickly will I be expected to respond to emergencies?</p>	<p>The Fire Department expects members to respond immediately to a page out.</p>
<p>How often will I be on call to respond to emergencies?</p>	<p>Our system depends upon Paid-on-call firefighters being available to attend emergencies which may occur any time of the day or night. The Fire Department realizes that no one can be available all of the time; however it relies on the commitment from members to respond whenever they are available. This is a major commitment that needs careful consideration before you undertake it.</p>
<p>How long do emergency call outs last?</p>	<p>The average call out lasts less than one hour. A working structure fire may extend to three to four hours. Major, multi-alarm fires may last eight to 10 hours. Occasionally, a major emergency may extend for days.</p>
<p>If I have previous fire rescue training and experience, will it count towards my training with the City of Maple Ridge training requirements?</p>	<p>Prior training will likely assist in you develop the minimum skills that the Fire Department looks for in its Paid-on-call firefighters. Participation in all City of Maple Ridge Fire Department programs is required in order to demonstrate your proficiency regardless of previous experience and current certifications.</p>
<p>Is it possible for me to concentrate my participation and specialize in one area of Fire Department response?</p>	<p>All Paid-on-call members are generalists, capable of doing any of the fire or rescue tasks that may occur at an emergency. Specialized training is provided, but not to the exclusion of the ability to participate in all Fire Department activities.</p>
<p>Is there a medical examination prior to acceptance by the Fire Department?</p>	<p>You will be required to attend a full physical evaluation on your health and fitness.</p>
<p>Are there written or physical tests prior to acceptance by the Fire Department?</p>	<p>A written test to evaluate your interpersonal skills, mechanical aptitude, mathematics and reading retention is administered by a Chief Officer. The physical assessment administered is called the Physical Ability Test. This is a timed event.</p>

How are Paid-on-call members integrated with Career members?	Operational Guidelines dictate the training levels required by the Fire Department and these standards apply to both Paid-on-call and Career members. In training and at emergency scenes, Paid-on-call and Career members operate as a team, working together to ensure each other's safety and on behalf of the residents of Maple Ridge.
Can women be a firefighter with the Fire Department?	Yes. We currently have women firefighters in the roster. We strongly encourage women and minorities to apply for this opportunity.
Is there a social aspect to belonging to the Fire Department?	Yes. In addition to the contribution to the community, firefighters often find personal satisfaction in belonging to the Fire Department. Members participate regularly in fire hall social activities, as well as Fire Department related activities, such as our annual awards night.

Thank you for your interest in Maple Ridge Fire Department



Our Motto: “Everyone Goes Home!”

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