

HASTINGS HIGHLANDS FIRE DEPARTMENT

VOLUNTEER FIREFIGHTER



RECRUITMENT PACKAGE

It's a lifestyle...

Satisfaction That Comes from Helping Others

Pride of Professionalism

Making a Difference to the Community and Neighbours

3 things that make being a Volunteer Firefighter more than just a job.

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Volunteer Firefighter Overview

Volunteer Firefighters with the Hastings Highlands Fire Department face new and challenging situations unlike those in any other job. They fight fires, perform rescues, administer first aid, deal with hazardous materials, and are instrumental in saving lives and property.

This package has been developed to inform you of the Volunteer Firefighter position requirements and to describe the recruitment program.

This package has information about each of the stages of our recruitment process. **Please read this package thoroughly before continuing with the process.** Applicants that do not meet the minimum requirements will not be considered. If you have any questions, please feel free to contact either: Fire Chief Bryce Robinson at 613-332-8673; or Deputy Fire Chief Mike Bendell at 613-318-9053.

Once you have reviewed this package, if you are interested in proceeding further with the recruitment process, please complete and submit the required documents at the time of your initial application (*see page 5, Stage 1 – Application & Review*).

If you are physically fit, enjoy learning, work well with others, and enjoy helping others, then you are a potential candidate for a Volunteer Firefighter position with the Hastings Highlands Fire Department.

The Municipality of Hastings Highlands wishes to thank all applicants who apply; however, only those selected for an interview will be contacted. The Municipality is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please advise if you require accommodation and the Municipality will endeavour to accommodate candidates in all parts of the hiring process. Personal information is collected under the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purposes of employment assessment and related-purposes.

Skills/Education Required

An ideal candidate will possess the following:

- minimum of a grade twelve (12) diploma or equivalent;
- the physical strength and agility to perform arduous work, as well as to competently operate firefighting, rescue, and safety equipment, under all types of conditions, for prolonged periods, including lifting 30kg or more in a physically demanding environment;
- a positive attitude and the ability to support and project values shared with the Fire Department and the Municipality;
- the ability to develop and maintain collaborative working relationships with effective conflict resolution skills;
- the ability and willingness to attend required training, perform learned tasks and techniques used in combating, extinguishing, and preventing fires, and perform rescue operations;
- a demonstrated ability to maintain a high degree of confidentiality at all times;
- the ability to exercise discretion and tact and to react calmly and quickly in emergency situations;
- effective oral communication and strong interpersonal skills;
- good written communication skills;
- a minimum Class “G” Drivers Licence in good standing for the Province of Ontario; and
- a willingness to obtain a valid Class “D” Licence with a “Z” endorsement within one (1) year from hire date.

The following items would be an asset in moving a candidate’s application forward:

- previous fire suppression-related experience and/or training;
- successful completion of a Pre-Service Firefighter program (see: <https://www.ontario.ca/page/firefighter-training-and-certification#section-1>), or related fire or emergency training or courses; and/or
- First Aid/CPR certification.

Eligibility Criteria

To be eligible for consideration as a Volunteer Firefighter with the Hastings Highlands Fire Department, applicants must:

- live or work within a reasonable distance (*as determined by the Fire Chief, in their discretion*) of the boundaries of the Municipality of Hastings Highlands.
- be at least 18 years old;
- possess a valid Ontario Driver's Licence (e.g. A, B, D or G);
- be fluent in written and spoken English; and
- be legally entitled to work in Canada;

Position Description & Duties

Volunteer Firefighters respond to fire suppression and emergency call-outs in accordance with Standard Operating Procedures and in circumstances of extreme weather and temperature conditions.

Duties may include, but are not limited to, the following:

- Attending and responding to emergency events, including:
 - fire calls;
 - water rescue calls;
 - hazardous materials incidents;
 - wildfires;
 - motor vehicle collisions;
- Attending and participating in Fire Department activities, including:
 - public engagement and education;
 - training sessions;
- Wearing required clothing and Personal Protective Equipment (PPE), including Self Contained Breathing Apparatus (SCBA), including in confined and hazardous environments;
- Engaging in strenuous physical activity;
- Lifting, carrying and setting-up equipment and materials on scene;
- Operating firefighting equipment, including pumps and pressurized hoses;
- Crawling, climbing, carrying and ascending equipment, such as ladders;
- Operating rescue equipment;
- Performing salvage and ventilation work at fire and emergency scenes;
- Dealing with extremely dangerous physical hazards, such as entering burning or contaminated buildings, structures and areas, to perform rescues or to fight fires;

- Participating in mandatory training to ensure currency within established policy and procedures;
- Working in a team environment under the direction of others;
- Working in accordance with established policies, operational guidelines, and the *Occupational Health and Safety Act*;
- Carrying out supportive roles on scene as directed by supervisors;
- Performing station duties, including washing trucks and equipment, ensuring that equipment is in a state of readiness for response, and cleaning and maintaining gear;
- Participating in promotional and community events, as assigned, and acting as an ambassador of the Fire Department; and
- Fulfilling other duties as assigned.

A non-exhaustive Job Description is attached at Appendix “C”.

Note: Emergency scenes and incidents may be traumatic and could involve members of our community. Debriefing and programs are available to assist Volunteer Firefighters with the effects of traumatic events.

Personal Suitability

Volunteer Firefighters should be:

- comfortable with tight or small spaces;
- comfortable with heights;
- calm under pressure;
- good at understanding and following directions;
- regularly willing and able to respond to calls 24 hours a day / 7 days a week;
- regularly able to respond to calls in all weather conditions; and
- aware of, and capable of fulfilling, the physical demands of the job, including wearing approximately 45kg of gear at emergency incidents.

Benefits

Accident and Disability Insurance: Volunteer Firefighters are covered by an insurance policy providing a limited number of accident and disability benefits that arise from the individual’s work as a Volunteer Firefighter. The details of the insurance are provided to Volunteer Firefighters upon being offered a position.

Clothing: Volunteer Firefighters are supplied with personal protective clothing in accordance with the *Occupational Health and Safety Act* and Hastings Highlands Fire Department policy.

**All applications (meeting Fire Department requirements) will be maintained on file in accordance with the Hastings Highlands Record Retention Policy.*

VOLUNTEER FIREFIGHTER RECRUITMENT PROCESS

The recruitment process consists of five (5) stages. Each stage is described in more detail below. Note: An applicant that successfully completes a stage will be notified and invited to participate in the next stage.

Individuals considering participating in the recruitment process are encouraged to begin by completing the Self-Assessment Questionnaire attached at Appendix "A".

STAGE 1: APPLICATION

An applicant submits an application and supporting documents.

The applicant must submit the following:

- A completed Volunteer Firefighter Application (*see Appendix "B", attached*); and
- A copy of the Applicant's current Resumé, including at least two professional references.

Applicants should also include copies of any relevant course certificates and/or qualifications.

Applicants must verify all qualifications with supporting documentation, including photocopies of all certificates, diplomas, transcripts, etc. *Note: The Municipality reserves the right to verify all documentation submitted by applicants.*

Completed applications and documents should be submitted by one of the following methods:

- by email to: humanresources@hastingshighlands.ca

or

- delivered/mailed to:

Hastings Highlands Fire Department
Attention: Human Resources
33011 Hwy 62, P.O. Box 130,
Maynooth, ON. K0L 2S0

STAGE 2 (OPTIONAL): FAMILY ORIENTATION TO THE FIRE DEPARTMENT

Following review of individual applications, supporting documentation, and reference checks, the selected applicants (and their families) will be invited to attend an orientation session at one of the fire stations to understand all aspects of becoming, and being, a Volunteer Firefighter.

STAGE 3: RECRUIT APTITUDE TESTING and PRACTICAL PHYSICAL FITNESS TEST

The selected applicants from Stage 1 will be invited to participate in aptitude testing. The aptitude testing is required to verify that an applicant has the ability to understand and solve problems.

After successful completion of the aptitude test, the applicant will be invited to proceed to the physical fitness test. The physical fitness test is a practical exercise that is designed to gauge the applicant's physical and mental fitness to meet the requirements of the job.

Applicants must pass all tests to be considered for a position. See the "Job Related Physical Fitness Test" (*Appendix "E"*) for further details. In order to participate in the physical fitness test, the applicant must first submit a completed Hastings Highlands Fire Department "Practical Fitness Testing Assumption of Risks, Waiver of Claims, Release of Liability, and Indemnity Form" (*included at Appendix "E"*).

Applicants who do not attend the required tests as scheduled will not be considered further.

STAGE 4: INTERVIEW

Applicants who successfully complete both the aptitude and physical tests will be invited to attend an interview with the Fire Chief. The interview is not designed to test the applicant's technical knowledge, but rather allows for the opportunity to assess the applicant's suitability in other areas.

STAGE 5: SELECTION AND APPOINTMENT

Based on information that is obtained from the entire process, the Fire Chief determines whether an applicant is suitable to be offered a position as a Volunteer Firefighter. The decision as to whether an applicant will be offered a position is entirely at the discretion of the Fire Chief. The Fire Chief will determine which applicants, if any, will be offered a position as a probationary Volunteer Firefighter. The offer will be conditional on the provision of a medical assessment, Vulnerable Sector Check (including a Criminal Record Check), and driver abstract, all of which must be satisfactory to the Fire Chief (in their sole discretion).

Probationary Volunteer Firefighters must successfully complete the recruit training program in order to remain members of the Fire Department. Although proximity to an active station is a strong consideration for assignments, assignment to a specific station will be at the discretion of the Fire Chief based on the specific needs of the Fire Department and the Municipality as a whole.



**Hastings Highlands Fire Department
33011 Hwy 62 North, P.O. Box 130
Maynooth, ON K0L 2S0**

SELF-ASSESSMENT QUESTIONNAIRE

Do not submit this form as part of your application to the Hastings Highlands Fire Department, as it is a self-assessment questionnaire and is intended to assist you in making an informed decision.

1. Do I currently meet the skills/education and eligibility criteria? *(see pages 2 & 3 of the Volunteer Firefighter Recruitment Package)*
 - Yes
 - No

2. Can I maintain a level of professionalism in my behaviour, both on and off duty?
 - Yes
 - No

3. Am I prepared to adhere to the Fire Department operational guidelines regarding hair, facial hair, jewelry and grooming? (These operational guidelines exist to ensure personal safety and include restrictions on, for example, facial hair (which interferes with a respirator seal) and jewelry (which must be removed or protected under bunker gear)) (For more information on requirements please contact the Fire Chief)
 - Yes
 - No

4. Do I actively demonstrate the values of respect, pride, professionalism and teamwork and recognize their importance in the role of a Volunteer Firefighter?
 - Yes
 - No

5. Am I constantly seeking opportunities for learning and self-improvement?
 - Yes
 - No

6. Am I committed to learning and self-improvement for the rest of my career?
- Yes
- No
7. Am I self-motivated?
- Yes
- No
8. Do I gain a sense of satisfaction from supporting my community for the benefit of others?
- Yes
- No
9. Would a Criminal Record Check and/or Vulnerable Sector Check be clear of any records that could call into question my ability to fulfill the requirements of a Volunteer Firefighter?
- Yes
- No
10. Am I physically and mentally able to perform the required job tasks of a volunteer firefighter?
- Yes
- No
11. Can I commit to maintaining both the physical and mental fitness/competence required of a Volunteer Firefighter?
- Yes
- No
12. Am I able to understand and implement complex oral and written instructions?
- Yes
- No
13. Am I able to operate within a paramilitary working environment?
- Yes
- No

14. Am I free from, or willing and able to manage, any phobias related to working at heights, in confined spaces, or with limited visibility?
- Yes
- No
15. Am I comfortable using power tools and technical equipment?
- Yes
- No
16. When working in situations that involve the suffering, tragedy or loss of other people, can I emotionally disengage in order to complete essential job tasks?
- Yes
- No
17. Am I willing and able to be on call 24-hours a day, sometimes under extreme conditions (weekends and holidays included)?
- Yes
- No
18. I am willing to maintain the minimum qualifications for the role of a volunteer firefighter?
- Yes
- No
19. Do I have a support system in place for emotional support and debriefing for stress relief?
- Yes
- No
20. Am I able to solve problems under pressure?
- Yes
- No
21. Do I have the support of my family to commit the time required to study (approximately 2-hours a day) during the recruit process and, if I become a Volunteer Firefighter, to actively participate in the activities of a Volunteer Firefighter?
- Yes
- No

Note, this is a personal review tool. If you answer "no" to any of the above or if you have any questions or concerns, please contact Fire Chief Bryce Robinson at 613-332-8673 or Deputy Fire Chief Mike Bendell at 613-318-9053 to discuss



Hastings Highlands Fire Department
33011 Hwy 62 North, P.O. Box 130
Maynooth, ON K0L 2S0

VOLUNTEER FIREFIGHTER APPLICATION

I hereby make application for the above position with the Hastings Highlands Fire Department and submit the following information for this application.

A. PERSONAL INFORMATION *(Complete all areas in this section)*

Surname: _____ Given Name(s) _____ Initial: _____

Street Address of residence: _____
No. Street City Postal Code

Mailing Address *(if different from above)*: _____
No. Street City Postal Code

Home Phone: _____ Cell: _____ Work Phone: _____

Email: _____

Date of Birth: *(YYYY/MM/DD)* _____

Next of Kin:

Name: _____ Address: _____
Phone #: _____ Relationship: _____

Do you regularly reside within the Municipality? Yes ___ No ___

How long have you lived at you current address? _____.

Are you legally eligible to work in Canada? Yes ___ No ___

When are you available to respond? (To emergency calls) : Days ___ Evenings ___ Nights ___ Weekends ___

Do you have your own vehicle for transportation? Yes ___ No ___

Are there any factors that would interfere with your ability to fulfill the duties of a Volunteer Firefighter (e.g. difficulties with heights or confined spaces, etc.)? Yes ___ No ___

If yes, please describe how any such factors may interfere: _____

Do you have any previous firefighting experience? Yes ___ No ___

If yes, where and for how long: _____

Do you have a valid First Aid/CPR certificate? Yes ___ No ___

If yes, who are you certified with and what is the expiry date: _____



Hastings Highlands Fire Department
33011 Hwy 62 North, P.O. Box 130
Maynooth, ON K0L 2S0

Will you be able to participate in scheduled weekly (Wednesday 7p.m. – 9p.m.) training sessions?
Yes _____ No _____

Will you be able to commit to and participate in mandatory Firefighter I (FF I) and Firefighter II (FF II) training? (FF I consists of three (3) weekends in class and approx. 30 hrs. online; FF II consists of three (3) weekends and approx. 20 hrs. online)
Yes _____ No _____

If no explain: _____

Will you be able to attend the occasional training or education opportunity that may take you away from home for up to a week at a time?
Yes _____ No _____

If no explain: _____

Do you have difficulty dealing with the sight of blood and injured persons? Yes _____ No _____

If no explain: _____

Briefly describe why you would like to become a member of the Hastings Highlands Fire Department and from the list below select possible job titles you would be interested in: (circle all that apply)

Pump Operator Fire Prevention Exterior Operations Interior Operations Officer Other _____

Do you have a valid driver's licence: Yes _____ No _____

Class: _____ Expiry Date: _____

B. EMPLOYER INFORMATION

It is important that your employer is aware that you have applied to be a Volunteer Firefighter, as it may require you to be away from your regular employment at various times, depending on your schedule.

Have you informed your employer that you are applying for this position? Yes__ No__

Will your employer allow you to respond to emergency calls during work hours? Yes__ No__

Is your current regular work location within the Municipality of Hastings Highlands? Yes__ No__



**Hastings Highlands Fire Department
33011 Hwy 62 North, P.O. Box 130
Maynooth, ON K0L 2S0**

Volunteer Firefighter Job Description

GENERAL NATURE OF WORK

Under general supervision, and as part of a team: to engage in fire suppression, prevention, and education activities; to protect life and property; to operate and maintain firefighting apparatus and equipment; to set up hoses, ladders and use equipment to fight fires; to participate in fire training and drills; to engage in the study of firefighting science and techniques; to maintain facilities and equipment; and to perform other related work as required by the Fire Chief or designate.

ESSENTIAL JOB FUNCTIONS

Responds to all alarms for fire, accident and hazardous materials with designated equipment; connects and lays hose lines, enters burning structures with hose lines, operates nozzles, carries, raises and climbs ladders. As assigned, drives and/or operates fire apparatus, locating it at a fire; connects to water supplies and operates pumps to maintain desired pressures to support fire suppression activities. May be called upon to perform emergency first aid.

WORKING CONDITIONS

A variety of indoor and outdoor environments. Employees are subject to inclement weather, hazardous conditions, and strenuous physical exertion when responding to various types of emergencies.

PHYSICAL DEMANDS

Extreme physical, mental and emotional demands exist when fighting fires and high demands exist in station and training duties. The individual must be able to lift at least 30Kg. of gear while climbing ladders and pulling charged hoses through adverse conditions. The individual must have vision and hearing at normal levels (corrected or uncorrected) and possess physical strength, endurance, and agility. The individual must have the ability to work while wearing protective gear and self-contained breathing apparatus.

Typical Physical Activities

- Operate Municipal emergency vehicles;
- Communicate orally and in writing with Municipal staff, co-workers, volunteers and the public in face-to-face, one-on-one settings, through various forms including telephone, radio or office equipment;
- Carry, push, pull, drag, reach and lift equipment and parts weighing up to 30kg;
- Stoop, kneel, crouch, crawl and climb during emergency work;
- Stand and walk for extended time periods;
- Work in an environment with exposure to smoke, dust, dirt, with limited visibility and significant temperature changes between cold and heat;
- Wearing substantial personal protective equipment and using self-contained breathing apparatus, ladders and high-pressure hoses.

The Firefighter will require the following skills to properly execute their duties:

- Physical stamina and strength to sit, stand, walk, kneel, crouch, stoop, squat, twist upper body, climb and lift moderate weight; and
- Mental alertness and comprehension involved in carrying out essential duties.

KNOWLEDGE OF:

- Current firefighting operations, principles and practices;
- Municipal residential, commercial, industrial and geographical features including unusual fire risk occupancies, water sources and other relevant features;
- Methods and techniques used in modern firefighting for protection of life and property;
- Federal and Provincial regulations regarding the fire service and safety in the workplace; and
- First Aid and CPR.

ABILITY TO:

- Follow instructions, directions and orders from superiors;
- Work harmoniously as a team member with other employees;
- Make decisions independently in accordance with established policy;
- Use initiative and judgment in the completion of tasks and responsibilities with only general instruction and guidance;
- Use tact and judgment when dealing with the public;
- Communicate effectively orally and in writing;
- Learn the location of streets, addresses, water supplies;
- Learn and maintain proficiency in basic First Aid and CPR techniques;
- Demonstrate physical endurance, agility, dexterity, and strength necessary to perform required duties;
- Understand, and act in accordance with, operational guidelines, policies and standard operating procedures and demonstrate skill in applying these toward specific situations;
- Analyze fire and driving situations and adopt effective courses of action for them;
- Establish and maintain effective working relationships with others;
- Understand and carry out both verbal and written directions in emergency and non-emergency situations;
- Demonstrate the ability to perform in a manner that protects the interests of the community, Municipality and Fire Department;
- Produce extreme effort and energy for periods of time in highly stressful situations; and
- Retain presence of mind in normal and emergency situations.

The Firefighter will be expected to participate in the Fire Department by:

- Always acting in a safe, responsible, professional and efficient manner;
- Fully participating in authorized firefighting, training, maintenance, public education and emergency operations;
- Communicating effectively verbally and in writing at all levels of the organization, with the public and other organizations;
- Utilizing the required and appropriate Personal Protective Equipment and working in compliance with health and safety guidelines;
- Complying with all Department Operational Guidelines, Policies, Procedures; Municipal Policies, Procedures and Bylaws as well as Provincial and Federal Legislation and Regulations;
- Learning, retaining and applying technical information, terminology, equipment and guidelines;
- Analyzing problems and making recommendations for resolution;
- Adapting to changing times and technologies;
- Maintaining effective working relationships with civic and official groups and the general public, as well as holding the respect of co-workers;
- Dealing effectively with people;
- Dealing with confidential material in a discrete manner;
- Participating to ensure all vehicle and equipment deficiencies and problems are recorded and reported to an officer in a timely manner;
- Representing the fire department in relationships with the general public and with other public and private agencies to promote and increase public awareness of fire department activities; and
- Fulfilling other duties as required by the Fire Chief/Deputy Fire Chief.



DOCUMENTATION REQUIRED

(Only required if/when the applicant is selected to be offered a position)

1. **OPP Criminal Record Check & Vulnerable Sector Check**

Please copy this link into your web browser:

<https://www.opp.ca/index.php?id=147> and complete the online application process. **Note: You will be applying for a Vulnerable Sector Check (which will automatically include a Criminal Record Check). Please obtain the required agency letter from Fire Department Administration before applying online.**

The \$41.00 fee will be reimbursed upon submission of a Vulnerable Sector Check to Fire Department Administration.

2. **Driver Abstract**

This document can be ordered on line at:

<https://www.ontario.ca/page/get-driving-record#section-1>

Please select a 3-year uncertified Driver Record. The \$12.00 fee will be reimbursed upon submission of a 3-year uncertified Driver Record to Fire Department Administration.



HASTINGS HIGHLANDS FIRE DEPARTMENT

Job Related Physical Fitness Test (Stage 3)

JOB RELATED PRACTICAL SKILLS

1. Confined Space

The applicant will make their way through a maze using other senses than sight. This evaluation assesses memory and tests the applicant's ability to work in confined spaces.

2. Ladder Climb

The applicant will safely climb a ladder up to the marked location. This evaluation assesses ability to climb a ladder and ability to manage working at heights.

3. Stair Climb

The applicant will safely climb a set of stairs with a 65mm (2 ½) bundle of hose over the applicant's shoulder. This evaluation assesses muscle strength, endurance, and anaerobic capacity.

4. High Volume Hose Pull

The applicant will pull a bundle of hose weighing approximately 50 kg (100 lbs.) a distance of 30 m (100') over a smooth concrete floor using a rope. During this task, the applicant is stationary and must pull the hose bundle towards them using 16 mm (5/8") rope. This evaluation assesses upper body strength, power, and endurance.

5. Forcible Entry simulation – Sledgehammer

Using a 4.5 kg (10 lbs.) sledge hammer, the applicant will strike an elevated vehicle tire safely and rapidly moving the tire approximately 1.5 feet on the tabletop. This evaluation assesses muscle strength, power and endurance, particularly in the upper body.

6. Equipment Carry

The applicant will safely carry a large 18 kg (40 lbs.) vehicle extrication tools (the "Jaws of Life") a total distance of 30 m (100'). The tool will then be returned to the starting line. This task is designed to evaluate the strength required to lift and carry tools.

7. Charged Hose Advance

The applicant will drag a charged (full of water) 45 mm (1.5 inch) hose a distance of 30m (100 feet). Three 15m (50') lengths of hose are "snaked" behind the starting line. The nozzle is held over the shoulder and the applicant advances to the finish line as quickly and safely as possible. This evaluation assesses lower body strength and anaerobic power.

8. Victim Drag

The applicant will drag a mannequin weighing 68 kg (150 lbs.) a total distance of 30 m (100 ft). The task starts with the mannequin lying "face-up" on the floor and the applicant standing. The applicant lifts the mannequin and safely walks backwards for 15m (50ft), turns around a traffic cone and returns to the start line. This evaluation assesses strength, power, and agility.

Notes:

All applicants will be walked through the physical test ahead of time and are advised to ask all questions then.

Physical testing will be performed in provided bunker gear



**HASTINGS HIGHLANDS FIRE DEPARTMENT
Practical Fitness Testing**

**Assumption of Risks, Waiver of Claims, Release of
Liability, and Indemnity Form**

By signing this Form, you will waive or give up certain legal rights, including the right to sue or claim compensation. Please read carefully.

To: The Municipality of Hastings Highlands, its councillors, employees, agents, volunteers, representatives, insurers, successors and assigns (the "Releasees")

I, _____, have applied to the Municipality of Hastings Highlands for a position as a Volunteer Firefighter with the Municipality of Hastings Highlands Fire Department.

It is deemed necessary before my application is finally dealt with that I, in common with other applicants, submit myself to a series of physical fitness tests, including climbing, carrying, lifting, dragging, and other physical activities incidental to the ordinary work of a Volunteer Firefighter.

I voluntarily agree to participate in all the physical fitness tests required by the Hastings Highlands Fire Department.

I am aware that physical exertion associated with physical fitness tests and the forces exerted on the body can aggravate pre-existing conditions, physical injuries or congenital conditions. I acknowledge that I am responsible for ensuring that I am of fit condition to participate in the physical fitness tests and for determining the level and limits of my participation in the physical fitness tests at all times.

I will conduct myself in a controlled and reasonable manner at all times and will discontinue my participation in the physical fitness tests if I believe that I am at risk of becoming injured or that my health is otherwise at risk.

Assumption of Risks

I confirm that I have been provided with information regarding the physical fitness tests and am aware of the physical demands that may be involved with such tests. I am aware that participating in the physical fitness tests involves many risks, dangers, and hazards including, but not limited to: tripping, slipping and falling; being struck by equipment or objects; and the risks typically associated with exercising and physical activity, such as: fatigue and physical exhaustion, muscle strain, dehydration, light-headedness; and negligence on the part of the Releasees, including the failure on the part of the Releasees to safeguard or protect me from any of the risks, dangers, and hazards.

I am aware of the risks, dangers and hazards associated with participating in the physical fitness tests and I freely accept and fully assume all such risks, dangers and hazards and the possibility of personal injury, illness, disability, death, financial loss, or property damage resulting therefrom.

Waiver of Claims, Release of Liability, and Indemnity

In consideration of my being permitted to proceed with the physical fitness tests, and my application for a position with the Municipality of Hastings Highlands as a Volunteer Firefighter being considered further, I, on behalf of myself, my heirs, executors, administrators, successors and assigns, expressly agree:

- to waive any and all claims that I have or may in the future have against the Releasees, and to release the Releasees from any and all liability, for any loss, damage, injury (including death or disability), or expense that I may suffer, either directly or indirectly, as a result of my participation in the physical fitness tests, due to any cause whatsoever, including without limitation, negligence, breach of contract, breach of statutory or other duty of care owed, including under the *Occupiers' Liability Act* (Ontario), on the part of the Releasees, and including the failure on the part of the Releasees to safeguard or protect me from the risks, dangers and hazards associated with participating in the physical fitness tests;
- to not bring any claim against the Releasees for any loss, damage, injury (including death or disability), or expense that I may suffer, either directly or indirectly, as a result of my participation in the physical fitness tests; and
- to hold harmless and indemnify the Releasees for any claims or demands against the Releasees resulting from any loss, damage, injury (including death or disability), or expense to any third party resulting from my participation in the physical fitness tests.

I HAVE READ AND UNDERSTAND THIS FORM, AND ACKNOWLEDGE THAT, BY SIGNING BELOW, I AM AGREEING THAT:

- I AM ASSUMING ALL RISK OF INJURY, LOSS, OR DAMAGE WITH RESPECT TO MY PARTICIPATION IN THE PHYSICAL FITNESS TESTS;
- I AM WAIVING ANY AND ALL CLAIMS ARISING FROM ANY CAUSE WHATSOEVER AGAINST THE RELEASEES RELATING TO MY PARTICIPATION IN THE PHYSICAL FITNESS TESTS; and
- I WILL INDEMNIFY THE RELEASEES IF ANY SUCH CLAIM IS BROUGHT AGAINST THEM.

I further acknowledge and agree that my participation in and/or completion of the physical fitness tests does not constitute a representation or other indication that I will be offered a position with the Municipality of Hastings Highlands Fire Department.

Dated at Hastings Highlands, Ontario, this day of _____, 20__.

Applicant Name: (Print) _____ Applicant Signature: _____ Date: _____

Witness Name: (Print) _____ Witness Signature: _____ Date: _____

THE CORPORATION OF THE MUNICIPALITY OF HASTINGS HIGHLANDS

BYLAW 2020-012

ESTABLISHING AND REGULATING A FIRE DEPARTMENT

WHEREAS the Municipal Act, 5.0. 2001, c.25, as amended, and the Fire Protection and Prevention Act, 1997, 5.0. 1997, c.4 as amended, permits the Council to enact a bylaw to establish and regulate a Fire Department.

NOW THEREFORE the Council of the Corporation of the Municipality of Hastings Highlands enacts as follows:

Definitions:

1. In this Bylaw, unless the context otherwise requires,
 - a) **Approved**
Means approved by the Council.

 - b) **Chief Administrative Officer (CAO)**
Means the person appointed by Council to act as Chief Administrative Officer for the Corporation.

 - c) **Corporation**
Means the Corporation of the Municipality of Hastings Highlands.

 - d) **Council**
Means the Council of Municipality of Hastings Highlands.

 - e) **Deputy Fire Chief**
Means the person appointed by Council to act on behalf of the Fire Chief of the Fire Department in the case of an absence or a vacancy in the office of Fire Chief.

 - f) **Fire Chief**
Means the person appointed by Council to act as Fire Chief for the corporation and is ultimately responsible to Council as defined in the *Fire Protection and Prevention Act*.

g) Fire Department

Means the Municipality of Hastings Highlands Fire Department.

h) Firefighter

Means a Fire Chief and any other person employed in, or appointed to, a Fire Department and assigned to undertake fire protection services, and includes a Volunteer Firefighter.

i) Apparatus

Means Pumpers, Tankers, Equipment Vans, Pick-up Trucks, ATVs, Snowmobiles and/or Rescue Sleighs.

j) Fire Protection Services

- a) fire suppression, fire prevention, and fire safety education;
- b) mitigation and prevention of the risk created by the presence of unsafe levels of carbon monoxide and safety education related to the presence of those levels;
- c) rescue and emergency services;
- d) communication in respect of anything described in clauses (a) to (c);
- e) training of persons involved in providing anything described in clauses (a) to (d), and
- f) the delivery of any service described in clauses (a) to (e).

k) Limited Services

Means a variation of services significantly differentiating from the norm as a result of extenuating circumstances, such as environmental factors, obstructions, remote and/or island properties, private road ways, lanes, and drives.

l. Member

Means any persons employed in, or appointed to, a Fire Department and assigned to undertake fire protection services, and includes officers, full time, part time and Volunteer Firefighters.

m. Volunteer Firefighter

Means a firefighter who provides fire protection services either voluntarily or for a nominal consideration, honorarium, training or activity allowance

Fire Department Establishment

2. The Fire Department for the Municipality of Hastings Highlands to be known as the Hastings Highlands Fire Department (HHFD) is hereby established and the head of the Fire Department shall be known as the *Fire Chief*.
 - a) The Fire Department "Mission Statement and Goals" are as stated in **Appendix "C"**, forming part of this Bylaw.

Structure

3. The Fire Department shall be structured in conformance with the approved Organizational Chart, **Appendix A**, forming part of this Bylaw.
4. *Firefighters* of the Hastings Highlands Fire Department for the purposes of Workplace Safety Insurance Board (WSIB) shall be defined as *Volunteer Firefighters*.
5. In addition to the *Fire Chief*, the Council may appoint a Deputy Fire Chief and such number of other officers and members as may be deemed necessary by Council.
6. The *Fire Chief* may appoint any qualified volunteer persons as a member of the Fire Department subject to the approved hiring policy of the Municipality of Hastings Highlands.
7. Persons appointed as members of the Fire Department to provide *fire protection services* shall be on probation for a period of 12 months, during which period they shall take such special training and examinations as may be required by the *Fire Chief*.
8. The remuneration of the *Volunteer Firefighters* shall be as determined by *Council and reviewed on an annual basis*.

9. If a probationary member appointed to provide *fire protection services* fails any such special training and examination, the Fire Chief may take the steps to reprimand or dismiss the firefighter.
10. The *Fire Chief* may reprimand, suspend or dismiss any member for infraction of any provisions of this Bylaw and department rules that, in the opinion of the *Fire Chief*, would be detrimental to the efficiency and effectiveness of the *Fire Department*.
11. Disciplinary action or dismissal of a volunteer firefighter shall be conducted in accordance with the *approved* policies of the Municipality of Hastings Highlands.

Duties and Responsibility

12. The *Fire Chief* is the person who is ultimately responsible to *Council* of a municipality that appointed him or her for the delivery of *fire protection services*.
13. Each function or division of the Fire Department is the responsibility of the *Fire Chief* and is under the direction of the *Fire Chief* or a member designated by the *Fire Chief*. Designated members shall report to the *Fire Chief* on the activities under their supervision and shall carry out all orders of the *Fire Chief*.

Policies and Procedures

14. The *Fire Chief* shall implement all *approved* Hastings Highlands policies and shall develop such procedures, Fire Department rules, directives and operational guidelines, as necessary to implement the *approved* policies and to ensure the appropriate care and protection of all Fire Department personnel, apparatus and equipment.
15. The *Fire Chief* shall review periodically all policies, procedures, directives, Fire Department rules and operational guidelines of the Fire Department and shall establish monthly officers meetings as the Fire

Chief may determine from time to time to assist in these duties. (The meetings may be held quarterly if there is not enough business on the agenda to warrant a meeting).

Budgets and Reports

16. The *Fire Chief* shall work with the CAO and Treasurer to prepare the annual operating and capital budget and submit to the Council for approval. A budget to actual report shall be provided to Council quarterly as part of the Treasurer's quarterly report.

Powers

17. The *Fire Chief* shall take all proper measures for the prevention, control and extinguishment of fires and the protection of life and property and shall exercise all powers mandated by the *Fire Protection and Prevention Act 1997*, and the *Fire Chief* shall be empowered to authorize:
- a) Pulling down or demolishing any building or structure to prevent the spread of fire;
 - b) All necessary actions which may include boarding up or barricading of buildings or property to guard against fire or other danger, risk or accident, when unable to contact the property owner;
 - c) Recovery of expenses incurred by such necessary actions for the corporation in the manner provided through the *Municipal Act* and the *Fire Protection and Prevention Act 1997*.

Emergency Response Outside of Municipal Boundaries

18. The *Fire Department* shall **not** respond to a call with respect to a fire or emergency outside the limits of the municipality **except** with respect to a fire or emergency:
- a) That, in the opinion of the *Fire Chief* or designate of the Fire Department, threatens property in the municipality or property situated outside the municipality that is owned or occupied by the municipality;
 - b) In a municipality with which an *approved* agreement has been entered into to provide fire protection services which may include *automaticaid*;
 - c) On property with which an *approved* agreement has been entered into with any person or corporation to provide *fire protection services*;

- d) At the discretion of the *Fire Chief*, to a municipality authorized to participate in any county, district or regional mutual aid plan established by a Fire Co-ordinator appointed by the Fire Marshal or any other similar reciprocal plan or program;
- e) On property beyond the municipal boundary where the *Fire Chief* or designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures, acceptable to the *Fire Chief* or designate.

Levels of Service

19. The Hastings Highlands Fire Department shall provide such *approved* services as specified and listed in **APPENDIX "B"**

- a) Due to the Fire Department's reliance upon Volunteer Firefighters, the topographic and geographic configuration of the municipality, the level and amount of equipment at the **departments** disposal, and other budgetary constraints, the services listed in Appendix "B", although approved, may be provided as "*limited services*" as defined in section 1 of this Bylaw;
- b) The Municipality of Hastings Highlands accepts no liability for the delay or inability to supply the services set out in Appendix "B" of this Bylaw due to the provision of its *approved* services as limited services or due to the existence of unsafe conditions encountered on route, impeded access to property, and/or environmental factors/constraints;

AN APPROVED ORGANIZATIONAL CHART FORMS PART OF THIS BYLAW AS APPENDIX "A"

AN APPROVED LIST OF SUPPLIED SERVICES FORMS PART OF THIS BYLAW AS APPENDIX "B"

AN APPROVED MISSION STATEMENT AND LIST OR PRIMARY GOALS AND OBJECTIVES OF THE FIRE DEPARTMENT FORMS PART OF THIS BYLAW AS APPENDIX "C"

20. THAT any bylaws pertaining to this matter, including bylaw 2011-059 be rescinded;

21. THAT the Deputy Mayor and Clerk are hereby authorized to sign this Bylaw and affix the corporate seal thereto;

22. THAT this Bylaw shall come into force and take effect on February 19, 2020.

ENACTED and **PASSED** IN COUNCIL on February 19, 2020.

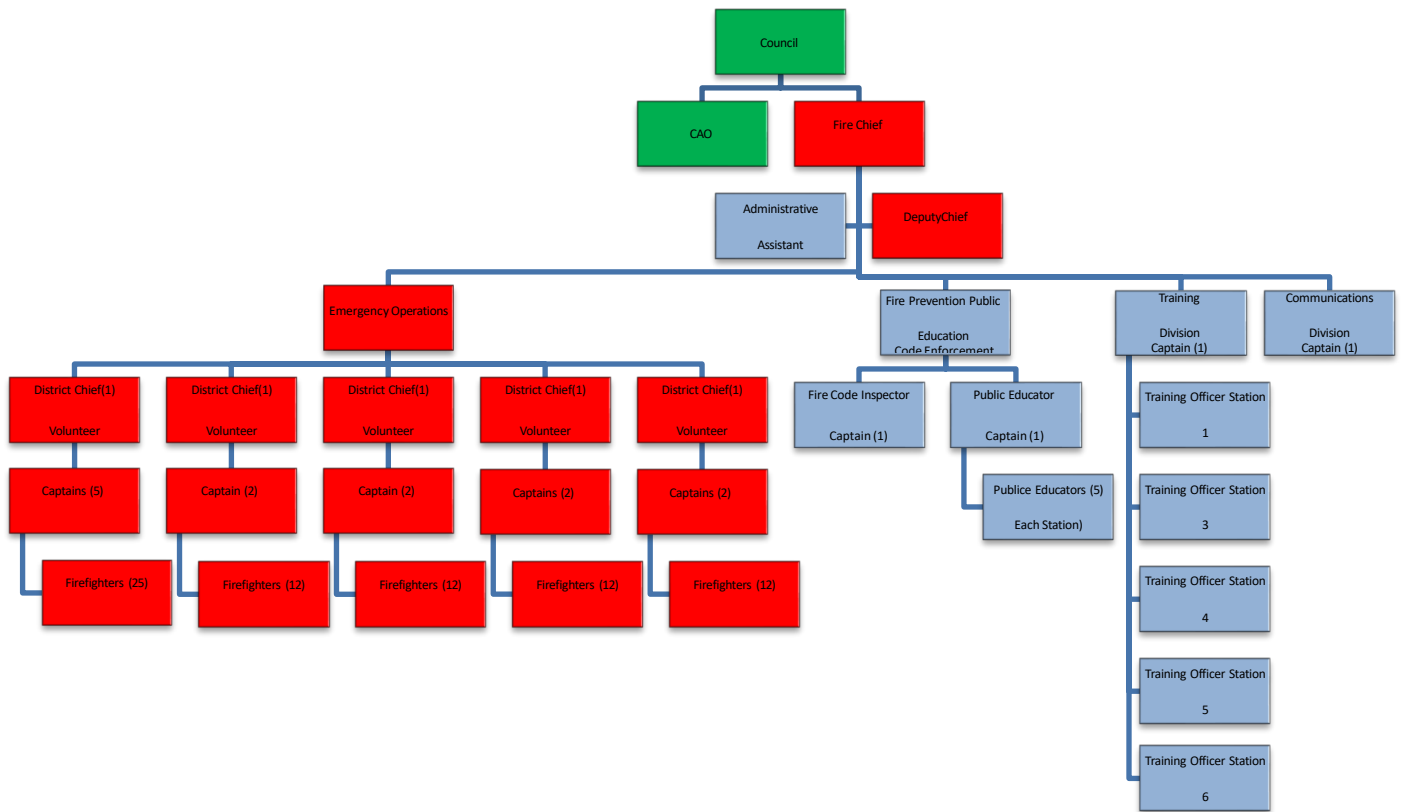
'Tracy Hagar'

Tracy Hagar, Deputy Mayor

'Suzanne Huschilt'

Suzanne Huschilt, Municipal Clerk

Municipality of Hastings Highlands APPENDIX "A" TO BYLAW 2020-012 Hastings Highlands Fire Department ORGANIZATIONAL CHART



**Municipality of Hastings Highlands
APPENDIX "B" TO BYLAW 2020-012
Hastings Highlands Fire Department
Core Services Provided**

Core Services Provided (Response and Support):

1. Emergency Response

- a. Structural firefighting including limited internal rescue & fire attack in accordance with the Fire Departments level of training, operational guidelines, Ministry of Labour Occupational Health & Safety Guidance Notes and the number and types of personnel and equipment available to the department on each specific emergency response;
 - b. Emergency responses to water access properties including islands are not provided by HHFD;
 - c. Those properties accessed via private roads, private lanes or private driveways subject to the following limitations:
 - i. The ability of such road, lane or driveway to support and accommodate Fire Department equipment, vehicles and apparatus; and
 - ii. The failure of the owner of the lands upon which the road, lane or driveway is located or the user of such road, land or driveway to maintain such road, lane or driveway in a condition that is passable by Fire Department equipment, vehicles and apparatus.
2. If in the opinion of the Fire Chief or his/her designate, unsafe environmental conditions exists **no** services shall be provided. Fire Department apparatus shall not enter onto frozen bodies of water (i.e. Lakes, rivers, streams) at anytime.
- a. Vehicle firefighting
 - b. Grass, brush and wild fire fighting
 - c. Marine firefighting - defensive only- shore based
 - d. Standard First-Aid/CPR with AED
 - e. Hazardous materials-Awareness Level Only
 - f. Vehicle accidents

- g. Traffic Control
- h. Transportation incidents involving vehicles, aircraft and watercraft, ATV, & snowmobile
- i. Water rescue - shore based
- j. Public assistance
- k. Other agencies assistance
- l. High angle rescue - awareness only
- m. Confined space rescue - awareness only
- n. Trench rescue - awareness only
- o. Mutual aid
- p. Automatic aid
- q. Participation in community emergency plan
- r. Fire protection agreements
- s. Joint service agreements
- t. Ice rescue - awareness only

3. Fire Prevention and Public Education

Fire prevention and public education activities shall be provided in accordance with the approved fire prevention policies.

Municipality of Hastings Highlands
APPENDIX "C" TO BYLAW 2020-012
Hastings Highlands Fire Department
Mission Statement

MISSION STATEMENT

The Mission of the Hastings Highlands Fire Department is to take action to protect and/or rescue citizens and/or property from threats of health, the effects of natural or man-made disasters, and in particular the risk that a fire, if started, would seriously endanger the health and safety of any person or quality of the natural environment for any use that can be made of it.

PRIMARY GOALS of the Municipality of Hastings Highlands Fire Department

The primary goal of the Municipality of Hastings Highlands Fire Department is to provide fire protection and rescue services through a range of programs designated to protect the lives and property of the inhabitants from the adverse affects of fire, basic medical emergencies, or exposure to dangerous conditions created by man or nature; second to those Municipalities requiring assistance through authorized emergency fire service plan and program (mutual aid) activities; and third, to those Municipalities which are provided fire protection by the Municipality of Hastings Highlands Fire Department via authorized agreement.

PRIMARY OBJECTIVES of the Municipality of Hastings Highlands Fire Department

In order to achieve the goal of Municipality of Hastings Highlands Fire Department, the municipality will endeavor to provide the resources necessary to meet the following objectives:

1. Identify and review the Municipality of Hastings Highlands Fire Department requirements of the Municipality;
2. Provide an administrative process consistent with the needs of the Department;
3. Ensure that firefighting equipment and operating personnel is available within the Municipality to provide adequate response to a citizen's call

within a reasonable length of time;

4. Provide department training, to an accepted standard, which will ensure the continuous up-grading of all personnel in the latest technique of fire prevention, firefighting and control of emergency situations and to cooperate with other Municipal departments with respect to management training and other programs;
5. Provide a maintenance program to ensure all fire protection apparatus, involving all equipment, is ready to respond to emergency calls;
6. Provide an effective Fire Prevention Program to:
 - a. Ensure, through plan examination and inspection, that required fire protective equipment is installed and maintained within buildings;
 - b. Reduce and/or eliminate fire hazards;
 - c. Ensure compliance with applicable Municipal, Provincial and Federal fire prevention legislation, statutes, codes and regulations in respect to fire safety.
7. Develop and maintain an effective public information system and educational program, with particular emphasis on school fire safety programs and commercial, industrial and institutional staff training;
8. Ensure in the event of a major catastrophe in the Municipality, assistance to cope with the situation is available from outside departments and other agencies;
9. Develop and maintain a good working relationship with all Federal, Provincial and Municipal departments, utilities and agencies, related to the protection of life and property;
10. Interact with other Municipal departments respecting the aspects of fire or any given programs;
11. Ensure these objectives are not in conflict with any other Municipal department.