



**Paid-On-Call**

# Firefighter Application



REGIONAL  
DISTRICT  
NORTH  
OKANAGAN

BX-Swan Lake Fire Department  
Lumby and District Fire Department  
Silver Star Fire Department

## ***Becoming a Firefighter***

*The fire and rescue service is one of the most diverse and challenging professions. You will find that becoming a paid-on-call firefighter will bring personal rewards and a tremendous sense of accomplishment.*

*Your job, as a firefighter, is to control and put out fires as well as respond to emergencies where life, property, or the environment is at risk. You are expected to manage your reactions during times of crisis, and while working in extreme environmental conditions. Calls may come anytime, 24 hours a day. It takes courage and dedication.*

*To become a firefighter you need to be reasonably physically fit. You should also be comfortable with heights such as working off ladders and at ease in restricted spaces.*

*If you feel that you have what it takes to meet the challenges of our service, we welcome you to join us.*

***This profession is not for everyone, but maybe right for YOU!***

### **Recruitment:**

The Regional District of North Okanagan (RDNO) provides fire protection services, in specified areas, to the citizens of the North Okanagan through the fire departments of **BX-Swan Lake, Lumby & District, and Silver Star**. Each fire department recruits candidates as needed. All three departments operate under a volunteer platform with Paid-On-Call positions.

Applicants must:

- Be at least:
  - 19 years of age for BX-Swan Lake Fire Dept.
  - 18 years of age for Lumby and District Fire Dept. or Silver Star Fire Dept.Some departments do operate with “junior firefighters” which has a minimum age requirement of 16 years. (Additional restrictions apply).
- Live in the catchment area for Lumby and District Fire Dept. Live in or are near the catchment area for Silver Star Fire Dept. and BX-Swan Lake Fire Dept.;
- Have the ability to read maps, and record data;
- Have a valid BC Driver’s License;
- Possess the mental and physical health to adequately perform the duties of a firefighter;
- Be highly motivated and dedicated to helping people;
- Submit the following:
  - Criminal Records Check for vulnerable sector;
  - BC Driver’s License Abstract. (National Safety code “N” abstract if commercial license);
- Be willing to submit a prescribed medical examination at the completion of a successful hiring process.

A new recruit is expected to:

- Attend as many practices and calls as per policy and procedures;
- Carry a pager;
- Be respectful of officers, fellow firefighters and the public;
- Possess a willingness to learn;
- Demonstrate a commitment to their development of becoming a firefighter.

**One Purpose: To provide service to our community**



The Regional District of North Okanagan Fire Departments consists of three (3) halls and over seventy (70) paid-on-call firefighters. Collectively they respond to more than 450 emergencies each year over a large geographical area that is mostly rural. Members of these departments, work together, to provide a professional and caring environment that is fair, honest, and ethical and that treats all individuals with respect and dignity.

**Mission:** Members of the RDNO Fire Departments provide effective and efficient fire prevention, fire suppression, and rescue services to the citizens along with providing mutual aid to any other emergency services in the Regional District of the North Okanagan.



The BX-Swan Lake Fire Department provides service, in parts, to residents residing in Electoral Area B and C. The population of the service area is approximately 6,700 residents. Typically this fire department received +/-230 calls per year. This is the largest of the three fire departments with over thirty-five (35) members.

The department operates with eight apparatus:

- A 1250 gmp front line engine;
- A 1050 gpm engine/tender;
- A fully equipped rescue truck;
- A 1500 gallon tender;
- A rescue/bush truck;
- An wildland/interface mini-pumper; and
- A structure protection trailer unit (18 ft.).
- A Utility/Bush truck



Lumby and District Fire Department provides service to the Village of Lumby and parts of Electoral Area D. The service area consists of approximately 4,400 residents (2016 Statistics Canada). This department can receive +/-170 emergency call in a year. Currently twenty-three (23) members man this fire department.

The department operates with seven apparatus:

- A front line engine;
- A ladder truck;
- One rescue truck;
- Two 1500 gallon tenders; and a
- Wildland.



Silver Star Mtn. Fire Department provides service to the residents of Silver Star Mtn. This resort fire department provides protection to 249 permanent and 5000 seasonal residents. The annual call volume per year is +/-50. This department currently has sixteen (16) members.

The department operates with three apparatus:

- A front line engine;
- A second line engine;
- A rescue unit.

## FREQUENTLY ASKED QUESTIONS

### **How do I know if I am eligible to apply?**

All firefighting positions in the Regional District of North Okanagan (RDNO) require that applicants are eligible to work in Canada. Additional requirements, specific to working as a firefighter at RDNO, are listed in “Becoming a Firefighter”.

### **Where do I send my application?**

You can email your application to [CommunityServices@rdno.ca](mailto:CommunityServices@rdno.ca) or drop it off at your chosen Fire Department.

### **Do you have a Junior Firefighter Program?**

Yes, the Lumby and District Fire Department has a junior firefighter program. Applicants must be 16 years of age or older. Those that are successful are considered part of the team and receive the same training as other recruits. As a Junior Firefighters you must maintain a 65% grade point average. Additional restrictions apply.

### **Is a paid-on-call firefighter an employee of the Regional District or a member of a firefighter association?**

As soon as you are signed up as a paid-on-call firefighter you become a Regional District of North Okanagan employee, and have all the regular WorkSafeBC and liability insurances as any other employee while carrying out official duties.

### **Do I require previous firefighting experience or training prior to making an application?**

No, the fire department will train you in firefighting skills including hands-on live fire training.

### **What happens after you've received my application?**

When the fire department starts actively recruiting they will review applications for completeness and suitability. Successful applicants will receive an email to set up an interview date and time.

### **How long will my interview last?**

Expect the interview to last 30-60 minutes. The interview will consist of fire department officers and a representative from Regional District of North Okanagan (RDNO). This is a chance for us to get to know you. Expect questions regarding your work experience, some scenario-based questions as well as some behavioral-based questions.

### **Are paid-on-call firefighters compensated in any way?**

Paid-on-call firefighters are paid for emergency/response calls hours, training hours and routine equipment maintenance-type time. Remuneration may be made for selected extra training and duties. The paid-on-call position with the RDNO is NOT a full time (career) firefighter position.

### **Is the paid-on-call firefighter employee status like any other employee position within the RDNO?**

No, a firefighter is not employed under the same employee agreement that regular full time employees are. However there are extra insurance and support services provided for by the RDNO.

### **What is the cost to me of the required training?**

The required training, for firefighters, is provided by the fire department free of charge. Transportation to and from sanctioned training may also be funded by the fire department.

### **Will there be a physical assessment prior to acceptance by the fire department?**

Yes. You are required to perform a series of physical challenges to ensure you are capable of doing the tasks required as a firefighter. You will also be asked to obtain medical assessment endorsement from your physician.

### **How much will I have to pay for my protective clothing?**

All required protective clothing and gear is provided by the fire department at no cost to the individual.

**How much time will I be expected to give during my initial training period?**

The basic training consists of 2 courses; 60 hours (exterior firefighter) and 60 hours (interior firefighter). You will also be expected to attend weekly practices which last for approximately 2 hours. Basic training courses tend to be scheduled spring and fall, but not always within the first 12 month period of membership/employment.

**Once I complete my initial training, how much time is expected of an active member?**

The average training and call-out time is approximately 12-18 hours per month.

**How often will I be expected to respond to emergencies?**

The fire department expects firefighters to respond whenever they are available.

**When can I respond to emergency calls?**

You may respond to call-outs upon successful completion of the level 1 exterior firefighting course. You are limited to performing firefighter duties to the level of training completed.

**How quickly will I have to respond to a call?**

The fire department normally expects all available members to respond immediately to a page while following all rules set out in the Motor Vehicle Act (obey stop signs and speed limits). There are no special privileges given for firefighters speeding to the fire hall.

**How long does an emergency call out last?**

The average call out is completed in one hour. A working structure fire may extend to 3 to 4 hours. Major, multi-alarm fire (lots of trucks and assisting neighbouring fire departments) may last 8-10 hours.

**Is there a social aspect to belonging to the fire department?**

Yes, in addition to the contribution to the community, firefighters often find a personal satisfaction in belonging to the fire department community.

**Am I required to participate in fundraising activities?**

Yes, you will be expected to participate in various events, as they come up for charity purposes and other such events.

**Who provides insurance coverage for my activities as a Paid-On-Call Firefighter?**

WorkSafe BC coverage is in effect when the individual member is performing any duties of a firefighter. The RDNO is also fully insured for all fire apparatus being driven for any official activity. Any use of a private vehicle requires the owner/user to be self-insured. Members receive, from the RDNO, personal "Accidental Death and Disability" insurance for themselves and have the option of purchasing additional accidental death and disability coverage for their immediate family members.

Should you have additional questions please email them to [CommunityServices@rdno.ca](mailto:CommunityServices@rdno.ca) .

# **New Recruit**

## **Time-Commitment Expectations**

### **Initial Training (Completed within first two (2) years)**

- Minimum 60 Hours: Exterior Firefighter Competency
- Minimum 60 Hours: Interior Firefighter Competency

### **Other Training**

- 50 Hours: Emergency Medical Responder Level 3 (Recertify every 3 years)
- Approximately 4- 6 Hours per Quarter: Extra-Curricular training
- Specialized training as needed

### **Practices**

- New Recruit Orientation
- 2 Hours per Week: Regular practice night

### **Additional: (Possible)**

- 2 Hours per month: Hall duties.
- Varied Hours per month: Tasks (as assigned)
- Varied: Public Service Events

### **Emergency Call-outs**

Varied per department



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**JOB TITLE:** Paid on Call Firefighter  
**DEPARTMENT:** Protective Services

**JOB SUMMARY**

Reporting to the Fire Chief or designate, Paid on Call Firefighters train on a regular basis for emergency response and attend emergency calls for fire, first responder medical assistance, road rescue and other community emergency situations.

**DUTIES / RESPONSIBILITIES**

Job performance standards of the department are based on the British Columbia Fire Service Minimum Training Standards “*Structure Firefighters Competency and Training Playbook*”. Other training standards for specialized activities are established from the applicable authority for that specialized activity.

- Responds to alarms of fire or other emergencies in accordance with department policy, procedures and level of training completed
- With successful completion of appropriate training the firefighter could drive and operate all types of firefighting vehicles, apparatus, and fire pumps and perform job requirements utilizing any and all items of firefighting equipment
- Responds to medical emergencies (Junior Firefighters do not respond to medical emergencies)
- Responds to emergency calls requiring specialized rescue training
- Participates in regular scheduled training sessions
- Performs a wide variety of general preparation and maintenance duties on departmental apparatus and equipment, including electronic record keeping
- Performs duties in a manner that upholds a high degree of public trust
- Performs duties calmly under stressful, adverse, dangerous and extreme weather conditions
- Deals with the public and other department members in a tactful and courteous manner
- Participates in fire safety education in the community and public relations functions as required
- Adheres to WorkSafeBC and department WorkSafeBC regulations, always advocating a safe working environment
- Willing to perform other duties and responsibilities as required

**SUPERVISION RECEIVED AND EXERCISED**

|  |   |
|--|---|
| Immediate Supervisor:                              | Fire Chief or designate                         |
| Positions directly supervised:                     | n/a   |
| This position is responsible for:                  |   |
| <input type="checkbox"/> Assigning work            | <input type="checkbox"/> Reviewing work         |
| <input type="checkbox"/> Evaluating work           | <input type="checkbox"/> Disciplining employees |
| <input checked="" type="checkbox"/> Not applicable |   |

**KNOWLEDGE, ABILITIES AND SKILLS REQUIRED**

|   |  |
|---|--|
| <b>Education:</b>                               | <ul style="list-style-type: none"> <li>▪ High school graduation, or still in school if Junior Firefighter</li> </ul>   |
| <b>Experience:</b>                              | <ul style="list-style-type: none"> <li>▪ N/A</li> </ul>  |
| <b>Licenses / Certificates / Registrations:</b> | <ul style="list-style-type: none"> <li>▪ Valid Class 5 or Class 7 BC Driver's License.</li> </ul>  |
| <b>Specific Skills:</b>                         | <ul style="list-style-type: none"> <li>▪ Physically fit and psychologically capable of performing all firefighter duties, as required.</li> <li>▪ Ability to work with limited supervision and as part of a team, requiring independence and initiative.</li> <li>▪ Knowledgeable of RDNO and fire department Code of Conduct</li> <li>▪ Excellent written and verbal communication skills.</li> <li>▪ Basic computer skills including MS Office programs (Word and Excel).</li> </ul>   |
| <b>Special Requirements:</b>                    | <ul style="list-style-type: none"> <li>▪ Minimum 18 years of age for Lumby Fire Department or Silver Star Fire Department. Minimum 19 years of age for BX-Swan Lake Fire Department. Junior Firefighters may start at 16 years of age at Lumby Fire Department.</li> <li>▪ Commitment to ongoing training.</li> <li>▪ Able to attend minimum 25% of callouts on an annual basis.</li> <li>▪ Willing to work outside the normal working hours, including evenings and weekends.</li> <li>▪ Clear Criminal Records Check including for the vulnerable sector.</li> <li>▪ Demonstrated safe driving record.</li> <li>▪ Successfully pass the prescribed physical fitness assessment.</li> <li>▪ Able to meet the NFPA medical standards.</li> </ul> |

**CLASSIFICATION**

Wage Level: firefighter

1. Paid:
  - Training hours, including approved extra-curricular courses,
  - Response/call hours,
  - "Committee time"; specified duties.
2. Un-paid volunteer time:
  - Initial training- "Exterior Fire Fighter" course,
  - Specified civic duties.

**JOB DESCRIPTION**

Effective date: January 13, 2021



# PAID-ON-CALL FIREFIGHTER APPLICATION FORM

**This is the first step in RDNO Fire Department's screening process. Incomplete or inaccurate applications will not be accepted.**

### Select a Fire Department

BX-Swan Lake

Lumby and District

Silver Star

### Particulars

Name: \_\_\_\_\_, \_\_\_\_\_  
(SURNAME) (GIVEN NAMES)

Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Phone Number: \_\_\_\_\_ (HOME) \_\_\_\_\_ (CELL)

Email: \_\_\_\_\_

### Qualifications

BC Driver's License No.: \_\_\_\_\_ Class: \_\_\_\_\_

Are you over the age of 18? YES / NO

Are you over the age of 16 (if applying as a Junior Firefighter Only)? YES / NO

*(NOTE: Must also complete the Junior Firefighter Permission Form)*

Do you live in the fire department's catchment area? YES / NO

Are you legally eligible to work in B.C.? YES / NO

### Certifications (please attach)

Air Brake Certification: YES / NO

Air Brake Theory: YES / NO

First Aid Certification: YES / NO

Level: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Equipment and Small Tools (list all obtained): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Certifications: \_\_\_\_\_

\_\_\_\_\_

**Education**

Have you completed Secondary School? YES / NO      Grade Completed: \_\_\_\_\_

Have you completed Post-Secondary, Vocational or Trade Training? YES / NO

List all education applicable to Fire Rescue: \_\_\_\_\_

**Experience and Skills**

Have you worked previously as a firefighter? YES / NO

Describe your skills or other experience that may benefit the operation of the department: \_\_\_\_\_

**Other**

Do you have home commitments that would preclude you from attending call-outs and practices such as any family responsibilities? YES / NO

This position requires you arrive at the fire hall in a timely manner. Do you have reliable transportation? YES / NO

Firefighting is physically demanding work. Does this type of work present limitations for you? YES / NO

Are you presently employed? YES / NO

Is there any time you are not available to respond to emergency calls (list all and basis)? \_\_\_\_\_

RDNO requires a clean criminal record check. Will this be a problem? YES / NO

Have you been involved in community work? YES / NO

If yes, please specify: \_\_\_\_\_

Character references not related to you: \_\_\_\_\_

I, the undersigned, apply to Regional District of North Okanagan to enroll as a Paid-On-Call Firefighter. If accepted I will undertake to perform such duties as may be assigned to me by the Fire Chief or their designate.

I am aware that if my application is accepted for review, I am required to undergo and obtain the following to complete my application:

- A Current Drivers Abstract
- Practical Medical Readiness Questionnaire
- Physical Fit Test

Please Note: A Medical Assessment Report (completed by a Physician) and a Criminal Record check are required to complete the hiring process but is not required, at this time, to complete this application.

I hereby give consent to the Regional District of North Okanagan and chosen Fire Department to conduct verification of the information given as required.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The personal information on this form is collected under the authority of the Local Government Act. This information is held as confidential. If you have any questions about the collection and use of this information, contact the Regional District Office at 250-550-3700.

**Send your completed application form to [CommunityServices@rdno.ca](mailto:CommunityServices@rdno.ca) or drop off at your chosen Fire Department.**

**FOR OFFICE USE**

Interview Date: \_\_\_\_\_ Time: \_\_\_\_\_

Recommended for employment: YES / NO      If Yes, start date: \_\_\_\_\_

If No, explain reason (s): \_\_\_\_\_



# REGIONAL DISTRICT NORTH OKANAGAN

## PRACTICAL MEDICAL READINESS QUESTIONNAIRE (CONFIDENTIAL WHEN COMPLETED)

This questionnaire is designed to prescreen applicants to the rigorous physical fitness requirements of firefighter activities and training. Please read the questions carefully and answer each one honestly: check YES or NO.

Name: \_\_\_\_\_  
(Print Full Name)

- |   | Yes | No  |
|---|-----|-----|
| 1. Have you ever been bothered by shortness of breath?  | ___ | ___ |
| 2. Have you ever had frequent bouts of respiratory problems, such as influenza, asthma or pneumonia?  | ___ | ___ |
| 3. Have you any back problems that would prevent you from lifting heavy objects?  | ___ | ___ |
| 4. Has a Doctor ever said you have heart troubles?  | ___ | ___ |
| 5. Do you often feel faint or have spells of severe dizziness?  | ___ | ___ |
| 6. Do you frequently have pains in your heart or chest?   | ___ | ___ |
| 7. Has a Doctor ever said your blood pressure was too high?   | ___ | ___ |
| 8. Has a Doctor ever told you that you have a bone joint problem such as arthritis, that has been aggravated by exercise, or might be made worse with exercise? | ___ | ___ |
| 9. Is there any reason, not mentioned here, why you should not undergo strenuous physical testing or exertion, even if you wanted to?                           | ___ | ___ |
| 10. Do you have any allergies? _____  | ___ | ___ |
| 11. Are you in good physical shape and accustomed to vigorous exercise?   | ___ | ___ |

**If you answered YES to one or more of the above questions (other than question 11) you will not be allowed to proceed in the application process without medical information indicating you are cleared to participate. To proceed consult your physician, explain which questions you answered "Yes" to on the questionnaire and show your physician this sheet along with the Firefighter Medical Examination form to complete.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date