



FIRE FIGHTER APPLICATION PACKAGE

FIRE FIGHTER APPLICATION PACKAGE



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INTRODUCTION

The Sylvan Lake Fire Department (SLFD), comprises of one career fire chief, one career deputy fire chief, and approximately 32 volunteer members.

The SLFD serves an area of approximately 382 square kilometers , which includes the Town of Sylvan Lake, a portion of Red Deer County, and the summer villages of Norglenwold, Jarvis Bay, Halfmoon Bay, and Birchcliff. We also provide mutual aid response to nearby communities on request.

In addition to emergency response, fire department members are active in the community, providing presentations to the schools, open houses, fire hall tours, fire prevention week programs, and fire safety inspections.

GENERAL REQUIREMENTS

- Applicants shall live within a five (5) kilometer radius of the town/municipal limits. (Preference will be given to those who live and work within the town.)
- An Employer Consent Form signed by the Employer, stipulating the availability of the applicant for calls shall accompany all applications to the Fire Department.
- Beards and/or facial hair that will interfere with the requirements of wearing of Breathing Apparatus shall not be permitted.
- Medical approval (included in the application form) must be signed by a physician.
- All successful Applicants are required to commit to "On Call Weekend Standby."
- Must be at least eighteen (18) years of age on the date of your application.
- All Applicants are required to be a Canadian Citizen or have Landed Immigrant Status or have a Work Visa with at least a two year remaining work period.

ADDITIONAL REQUIREMENTS

- A photo copy of a valid Driver's License and Drivers Abstract (3 year) is required to be attached to the Fire Department Application.
 - Must have a valid Class 5 Alberta Driver's license (No Graduated licenses are permitted)
- A Police Security/Criminal Records will be required.

TRAINING

The training you receive as a Firefighter with Sylvan Lake Fire Department will prepare you for tasks that are required at the scene of an emergency, but it will also prepare you for any emergency you may face outside the fire department. You will be trained to take action at the scene of a structure fire, motor vehicle collision, and/or a medical emergency. During a household/work/business emergency the training you receive and confidence you will gain as a firefighter can go a long way to rectify and better the incident. SLFD also provides access to

*Fire Hall Location ▪ 2 Beacon Hill Drive ▪ Sylvan Lake ▪ AB ▪ T4S 0A9
Phone 403-864-5090 ▪ Fax 403-864-5095 ▪ slfd@sylvanlake.ca ▪ Sylvanlake.ca/fire*

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certified training opportunities both in house and abroad that are transferable. SLFD Firefighters train regularly to ensure their skills are maintained and they are current in industry best practices.

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 to fire calls "fit for duty", both mentally and physically.
- Responding to fire calls after working a regular work day at their regular occupation which may have involved an 8-14 hour work day with varied levels of mental and physical exertion. May be performing tasks with little or no sleep.
- 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, butting, extending and climbing ladders to extreme heights, while maintaining balance and maneuvering in unwieldy positions.
- Working in hazardous areas that are hot, wet, slippery, muddy, icy, dirty, cramped, etc.
- Working on and around moving machinery, vehicles and equipment.
- Being aware of and protecting against:
 - Burns and other injuries.
 - Exposure to sharp objects.
 - Hazardous substances through inhalation, injection, ingestion and absorption.
 - High noise levels.
 - Infectious agents/biological hazards.
 - Radiation hazards.
 - Smoke, dust, noxious odours and contaminants.
 - Uninstalled or unshielded electrical equipment.

FACTS TO CONSIDER BEFORE APPLYING

The Sylvan Lake Volunteer Firefighter recruit selection process is structured to ensure we hire the most suitable people to join our service. It strives to select people that demonstrate desire and commitment to help their community and contribute as members of the department. You need to be prepared to complete the various stages on demand and in a short period of time.

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A commitment to maintaining a healthy lifestyle is essential to ensuring firefighter safety and longevity. Ethical behavior and accountability must be part of your nature. Taking responsibility for and ownership of your actions is vital to success.

FACTS ABOUT THE POSITION

- It is a requirement that in order to keep your active firefighter status you must attend 20% of all calls on an annual basis. SLFD will attend 300 – 400 calls per year.
- Regularly attended Wednesday night practices.
- Willing to wear an emergency pager and respond to emergencies.
- Willing and able to participate in occasional weekend training programs.
- Training/duties will be 2-4 hours per week.

RECRUITMENT PROCESS

STAGE 1- APPLICATION FORM

- Resume
- Fully completed application form (including Physician sign off)
- Drivers' Abstract (3 year)
- Criminal Record Check

STAGE 2- APPLICATION REVIEW

- Applications are reviewed by Fire Chief & Deputy Fire Chief. Screened to ensure the applicant meets minimum criteria.
- Successful applicants are contacted via telephone/email and booked for interview.

STAGE 3- INTERVIEW

The interview stage will be conducted by the Fire Chief and Deputy Fire Chief and will take place at the Fire Station. At the conclusion of the interview the applicant must have submitted the following to proceed to the next stage:

- Resume
- Fully completed application form (including Physician sign off)
- Drivers' Abstract (3 year)
- Criminal Record Check

STAGE 4- COMMENCEMENT

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The applicant will be contacted by telephone/email and then be required to come into the Fire Station for final paper work (Firefighter Info Form) and gear sizing.

STAGE 5- PROBATIONARY FIREFIGHTER/TRAINING

The new members are given a 3 month probationary period. During this time they will need to work through and complete in full a Training Prerequisites Form. Upon successful completion of the probationary period members will then be assigned to a crew and respond to emergency incidents.

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APPENDIX 1 – APPLICATION FOR MEMBERSHIP





5012-48 Avenue
Sylvan Lake, AB T4S 1G6
www.sylvanlake.ca

sld@sylvanlake.ca
T. (403) 864-5090
F. Fax (403) 864-5095

COMMUNITY SERVICES

SYLVAN LAKE FIRE DEPARTMENT

APPLICATION FOR MEMBERSHIP					
Name				Phone	
Address					
City		Province	AB	Postal Code	
Current Employer				Employer Phone	
Years employed at present position				Shift	
Will your employer allow you to attend calls during business hours?					<input type="checkbox"/> Yes <input type="checkbox"/> No
CONDITIONS OF MEMBERSHIP					
<p>The following conditions must be achieved in order to become a member of this department:</p> <ol style="list-style-type: none">1. The medical approval on this application must be signed by a medical doctor.2. A criminal records check, which is available from the Sylvan Lake Detachment of the RCMP must be presented to the Fire Chief or Deputy Chief of this department.3. A driver's abstract must be provided with application4. A satisfactory three months training period is required as well as the completion of the New member Training Prerequisite's.5. Any costs incurred in the completing this application is the responsibility of the applicant.					
MEDICAL APPROVAL					
Applicant _____ is physically and mentally fit and would have no anticipated problems performing the physical duties of a firefighter.					
Physician's Name				Date	
Physician's Signature					
DECLARATION					
I _____ Declare that the information provided in this document is correct and that I understand the contents entirely. I also declare to fulfill the rules and regulations of the Sylvan Lake Fire Department.					
Applicant's Signature				Date	
<i>Please note: This is not a wage earning position but rather a service to your community.</i>					

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APPENDIX 2 – FIREFIGHTER INFORMATION SHEET





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COMMUNITY SERVICES

SYLVAN LAKE FIRE DEPARTMENT

FIREFIGHTER INFORMATION SHEET					
First Name		Middle Name		Last Name	
Address					
City		Province	AB	Postal Code	
Home Phone			Cell Phone		
Alberta Health Care #				Date of Birth	
Email Address				Social Insurance #	
EMERGENCY INFORMATION					
Next of Kin				Relationship	
Phone Number				Alternate Number	
EMPLOYER INFORMATION					
Current Employer				Employer Contact Name	
Current Job Title				Employer Phone	
Years employed at present position			Shift		
Will your employer allow you to attend calls during business hours?					<input type="checkbox"/> Yes <input type="checkbox"/> No
TRAINING/TICKETS					
First-Aid/CPR Expiry Date				A.C.P. Number	
Safety Codes Numbers					
<i>Please note: We require copies of all tickets submitted for our records</i>					
OTHER REQUIREMENTS					
<i>Please ensure all the following documents have also been submitted to the office.</i>					
<input type="checkbox"/> Application Form	<input type="checkbox"/> Medical Approval			<input type="checkbox"/> Driver's Abstract	
<input type="checkbox"/> Criminal Record Check	<input type="checkbox"/> Resume				

The personal information on this form is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be protected by the provisions of the Act. If you have any questions or concern about the collection and use of this information, please contact the Fire Chief at (403) 864-5090.

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APPENDIX 3 – EMPLOYER CONSENT FORM





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COMMUNITY SERVICES

SYLVAN LAKE FIRE DEPARTMENT

EMPLOYER CONSENT FORM			
As a Volunteer Fire Department it is critical that Fire Fighters be allowed to leave their work for major emergency calls. If possible, your support in allowing your Employee to attend major emergency incidents during working hours would be appreciated. The Town of Sylvan Lake Fire Department recognizes the job requirements of Employers and knows that our Volunteers are a credit to our community and the organizations they represent.			
FIREFIGHTER INFORMATION			
First Name		Middle Name	Last Name
EMPLOYER INFORMATION			
Current Employer		Employer Contact Name	
Current Job Title		Employer Phone	
Will your employer allow you to attend calls during business hours?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Please check the appropriate space for your Employee's availability to respond to emergency calls?		Full Availability <input type="checkbox"/> Yes <input type="checkbox"/> No	Partial Availability <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer's Print Name			
Employer's Signature		Date	
The Town of Sylvan Lake Fire Department appreciates your support in allowing your employee to serve in a volunteer capacity for the benefit of the citizens of Sylvan Lake and area.			