



**STEINBACH**  
FIRE DEPARTMENT

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225 Reimer Avenue Steinbach, MB R5G 2J1

# Recruitment Package 2024



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## **Mission Statement**

Our department's primary mission is to safeguard both person and property from fire and life safety hazards through prevention, public education and emergency response. We strive to provide the most efficient, effective, and reliable fire protection service by protecting life, property and environment.

Our department will never jeopardize the safety of the public or our membership in an uncalculated manner while performing the tasks associated with our mission.

Our department has a strong commitment to fire safety and strives to offer the best fire service possible for our community by promoting a high level of training, dedicated & competent personnel and well-maintained equipment.

## **Steinbach Fire Services**

The Steinbach Fire Department provides protection within the City of Steinbach. Some of the services provided by the department include;

- Fire suppression;
- Motor vehicle incidence
- Vehicle extrication
- Fire Inspections
- Fire Prevention
- Wildland & Urban interface fires
- Hazardous Materials response
- Carbon monoxide response
- Technical Rescues

## **Steinbach Fire Operations**

The Steinbach Fire Department is a paid-on-call department. This means that the fire station is not staffed with a crew of firefighters. Members of the Steinbach Fire Department receive payment when attending regular scheduled practices, authorized training & station duties as well as responding to alarms. Members do not get paid for on-call hours.

## **Recruitment**

Requirements to be considered for employment by the Steinbach Fire Department are;

- Must be a minimum of 18 years of age;
- Must have completed Grade 12 or equivalent;
- Must possess the mental and physical health to adequately perform the duties of a firefighter, and provide a medical letter (**Appendix 'B'**) from an attending physician;
- Must have a valid Manitoba class 5F driver's license. Must be capable of obtaining a Class 4F license with air brake endorsement;
- Must be able to obtain First Aid Certification (training provided);



- Must be able to submit the following;
  - Criminal record check
  - Vulnerable sector inquiry
  - Manitoba driver's license abstract
- Proximity of the applicant's home and workplace to the fire station will be considered in the selection of a candidate.

The Steinbach Fire Department provides training for new recruits through our training division.

Applications may be submitted as follows;

- **In person:** At Steinbach City Hall, 225 Reimer Avenue between 8:00 am and 4:00 pm
- **Mail:** Steinbach Fire Department, 225 Reimer Avenue, Steinbach MB R5G 2J1
- **Email:** [firechief@steinbach.ca](mailto:firechief@steinbach.ca)

### Background Check

A comprehensive background check may be conducted on applicants to establish evidence of good moral character, a well-adjusted personality, community commitment and a pattern of conduct acceptable to the Steinbach Fire Department.

### Hiring Process

- After the application deadline (**Appendix D**) has passed the hiring committee will review the applications and contact those who have been selected to advance to the interview stage. Those not selected will not be contacted.
- Prior to the interview process, the candidate must produce a Driver's Abstract, a Criminal Record Check, A Vulnerable Persons Check, and a Physician's Letter (**Appendix B**).
- If selected to be interviewed, you will first need to go through a physical aptitude test which tests for fear of heights, Claustrophobia, basic strength, and stamina (**Appendix C**).
- If you successfully complete the physical aptitude test you will be asked to return on a separate date to be interviewed.

Firefighters, especially volunteer (paid-on-call) members, can face highly stressful and physically demanding situations. During your training period you will be constantly evaluated and will be expected to perform all the training evolutions. If you are physically incapable of meeting these objectives during your training, you may be released from the training program.



## **Advancement**

- Once all requirements are met, the candidate will be asked to attend an orientation class which will include;
  - A review of basic City of Steinbach and Steinbach Fire Department policies;
  - A tour of the fire department facilities;
  - Completing necessary paperwork;
  - An overview of the training schedule;
  - Distribution of text books and training material.
- Successful candidates will then become a “Firefighter Recruit”.
- The recruits will then begin a 12-18 month training period where they will complete the NFPA 1001-Firefighter I program (including NFPA 1072-HazMat Operations).
- Throughout the Firefighter Level I training program, the recruit will be evaluated on their performance. The department will provide a First Aid course for all recruits at the department’s expense.
- Within the first 2 years the recruits will also receive Vehicle Extrication Training as well as Emergency Vehicle Driving Training.
- Upon passing their NFPA 1001-Firefighter I, the recruit may be hired as a “Probationary Firefighter” and placed on a one-year probationary period at which time they will be instructed, and become familiar with, the operating guidelines of the Steinbach Fire Department.
- Following the successful completion of the one-year probation period, the “Probationary Firefighter” will become a “Firefighter” with the Steinbach Fire Department.

## **Training Commitment**

- While enrolled in the NFPA 1001-Firefighter I program a recruit will be expected to attend training every Tuesday evening for a 3–4 hour session.
- There will be a full day of training (8 hours) approximately one Saturday per month.
- Some courses such as the Emergency Vehicle Driving Course are 20 hour courses and would be run on a Friday evening and full days on Saturday & Sunday.
- Once a recruit has successfully completed the NFPA 1001-Firefighter I program and become a “Probationary Firefighter” they will be expected to attend regular training nights on the first and third Tuesdays of each month. These training sessions are 3-4 hours in duration.





**APPLICATION FOR EMPLOYMENT**

**Position applied for:** Firefighter Recruit **Department:** Fire

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First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Are you 18 years of age or older? Yes  No

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**Education & Training**

What level of education have you completed? \_\_\_\_\_

Do you have any post-secondary education or training? Yes  No

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have any other education, skills, experience or qualifications you feel would be of benefit to working in this position? Yes  No

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have any conditions or limitations that would prevent you from working in the position applied for? Yes  No

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you wish, indicate any organizations, activities, hobbies or sports with which you are involved.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Current Employer:**

Name of Company:	Start Date:	
Position:	Duties:	
Supervisor/Manager's Name:		
Supervisor/Manager's Phone:		
May we contact your Supervisor/Manager for reference?	Yes	No
Will your work allow you to leave in order to attend calls?	Yes	No

**Past Employers (beginning with the most recent)**

Name of Company:	Start Date:	End Date:
Position:	Duties:	
Reason for Leaving:		
Supervisor/Manager's Name:		
Supervisor/Manager's Phone:		
May we contact your Supervisor/Manager for reference?	Yes	No

Name of Company:	Start Date:	End Date:
Position:	Duties:	
Reason for Leaving:		
Supervisor/Manager's Name:		
Supervisor/Manager's Phone:		
May we contact your Supervisor/Manager for reference?	Yes	No

**Additional References:**

Name	Phone	Relationship	Best time to call

I expressly consent to the Steinbach Fire Department verifying any information supplied by me in this application and for that purpose and for the purpose of obtaining any other information pertaining to my suitability for employment, the Steinbach Fire Department may contact any person or persons, unless otherwise noted in this application.

I certify that the statements made by me are true and to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## Appendix "A"

### **On-Call**

The Steinbach Fire Department is divided into 3 squads. Each of these squads are on-call every 3 weeks for a one-week period beginning on Monday at 0800hrs and ending the following Monday at 0800hrs. During your on-call period you are expected to be able to respond to all incidents in a timely manner. If, for any reason, you will not be available to respond (out of town, work won't allow, doctor appointment, etc.) you will be expected to find another member of the department to take your on-call duties for the period of time you will be unavailable. There is no financial compensation for being on call. During the 2-week period that you are not on call you are still expected to attend calls when available.

### **Training**

The Steinbach Fire Department does most of its training in house. If you are asked to attend a course out of town the City of Steinbach will cover your accommodations, financially compensate you and cover expenses as per the city's expense policy.

### **Health**

This job brings along with it a potential of being exposed to blood and bodily fluids which may increase your risk of contracting Hepatitis A & B, the City of Steinbach will financially compensate you for vaccination against this disease if you so choose. You will also contribute to and will be covered by the city's death & dismemberment insurance policy.

### **Steinbach Firefighters' Association**

Firefighter Recruits automatically become members of the Steinbach Firefighters' Association. The Association performs extracurricular activities to fundraise for various projects and activities.

Firefighters contribute \$200 annually, through payroll deductions, toward the Association to fund various fire department events and projects.



**Appendix "B"**

Dear Physician;

\_\_\_\_\_ Applicant's Name \_\_\_\_\_ has applied with the Steinbach Fire Department for the position of Firefighter Recruit. Please complete the following questionnaire regarding the applicant's ability to meet the physical, emotional & psychological demands of this position. For your reference, a job tasks and description are listed below.

**Job Task Description**

The following medical standards for requirements outlined under the National Fire Protection Association Standard on Comprehensive Occupational Medical Program for Fire Departments 2007 Edition (Referred to as NFPA 1582).

1. Perform firefighting tasks (hoseline operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations and other emergency response actions under stressful conditions while wearing personal protective ensembles and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods;
2. Wearing an SCBA which includes a demand valve-type positive pressure face piece or HEPA filter masks which requires the ability to tolerate increased respiratory workloads;
3. Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA;
4. Climbing five or more flights of stairs while wearing fire protective ensemble weighing at least 50lbs (22.6 kg) or more and carrying equipment/tools weighing an additional 20 to 40 lbs (9 to 18 kg);
5. Wearing fire protective ensemble that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2 F (39 C);
6. Searching. Finding and rescue dragging or carrying victims ranging from newborns up to adults weighing over 200 lbs (90kg);
7. Advancing water filled hoseline up to 2 1/2" (65mm) in diameter from fire apparatus to occupancy (approx. 150 ft. (50m)), which can involve negotiating multiple flights of stairs, ladders, and other obstacles;
8. Climbing ladders, operating from heights, walking or crawling in the dark along narrow or uneven surfaces, and operating in proximity to electrical power lines and/or other hazards;
9. Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration;
10. Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens;
11. Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces; that is further aggravated by fatigue, flashing lights, sirens, and other distractions;
12. Ability to communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hoselines and/or fixed protective systems (sprinklers);
13. Functioning as an integral component of a team, where sudden incapacitation of a member can result in risk of injury or death to civilians or other team members.

**Assessment:** Please review the job task description carefully.

	YES	NO
Is the applicant medically fit to perform duties described?		
Are there any medical concerns that may impact on the individual's ability to perform the duties described?		
Comments:		

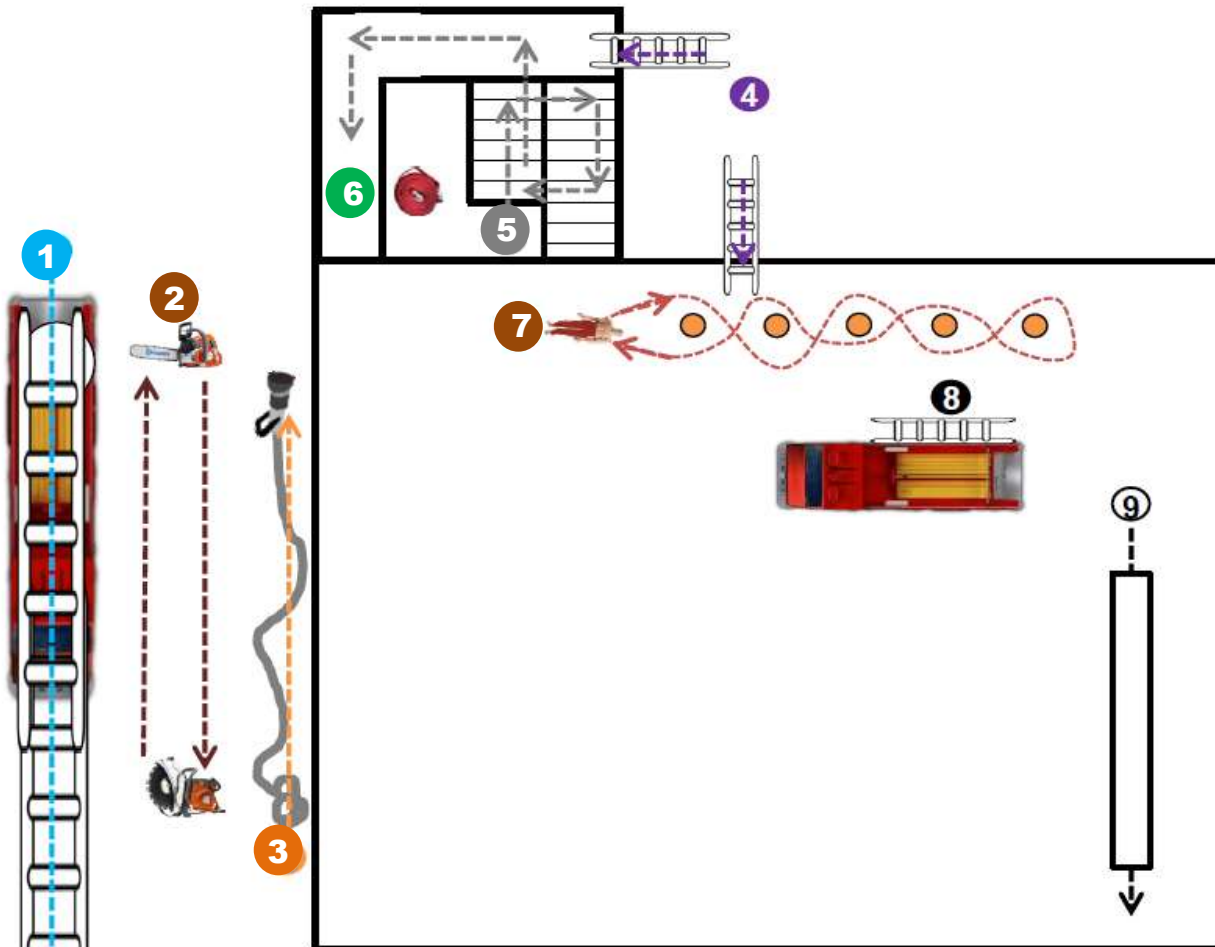
I, the undersigned, am a legally qualified medical practitioner, licensed to practice in the Province of Manitoba. This report confirms my evaluation and medical opinion of the applicant.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Appendix "C"**  
Physical Testing Course



Station	Description
1	<b>Aerial climb-</b> The candidate will climb a 95' aerial ladder and back down.
2	<b>Tool carry-</b> The candidate must pick up a power saw and carry it 100 feet where they will pick up another power saw and carry it back 100 feet.
3	<b>Hose drag-</b> The candidate must drag a charged 1 3/4" hoseline 100 feet.
4	<b>Ladder climb-</b> The candidate must climb a ladder, dismount through a window and descend down the same ladder. The candidate must then climb a second ladder, dismount on the roof and descend down the same ladder.
5	<b>Stair climb-</b> The candidate makes their way up & down the equivalent of 2 ½ storeys of stairs, 5 times, wearing full firefighters protective turnout gear and breathing apparatus.
6	<b>Hose hoist-</b> From the top floor of the tower the candidate must hoist a roll of 5" hose, hand over hand.
7	<b>Rescue drag-</b> The candidate must drag a 160 lb. training manikin around 5 pylons and back.
8	<b>Ground ladder-</b> The candidate will remove a ground ladder from a truck and replace it in a controlled manner.
9	<b>Confined space-</b> While having their mask blacked out, the candidate will be asked to follow a hoseline through a confined space.

*NOTE: The order and content of each station may not be exactly as described*



## Appendix “D”

### Hiring Schedule

April 13, 2024	Hiring period begins with Open House at the Fire Station
May 14, 2024	Public Information Night at the Fire Station.
May 17, 2024	Deadline for accepting applications
June 22 & 23, 2024	Physical Aptitude Testing
June 29 & 30, 2024	Interviews
July 19, 2024	Deadline for notification of interview results (you will be notified regardless of the result)
August 27, 2024	Orientation Class
September 3, 2024	First fire drill
September 10, 2024	First Firefighter I class