

Arnprior Fire Department

# Volunteer Firefighter Orientation Handbook

Corporation of the Town of Arnprior  
105 Elgin Street West  
Arnprior, Ontario K7S 0A8  
613-623-4231

Fire Department  
67A Meehan Street  
Arnprior, Ontario K7S 2B7  
613-623-4231 ext. 1835

## Contents

Considering Volunteer Firefighting for the Town of Arnprior.....	2
Arnprior Fire Department’s Mission .....	3
Core Services .....	3
Overview of the Town of Arnprior .....	4
Minimum Requirements and Job Skills .....	5
General Job Specification Duties.....	5
Recruiting Process .....	6
Overview.....	6
Detailed Process .....	7

# Considering Volunteer Firefighting for the Town of Arnprior

This handbook has been developed for men and women who may be considering a position with the Arnprior Fire Department in the capacity of volunteer firefighter. This handbook is a resource that contains key information that will help individuals better recognize the serious commitments required by them as an individual and their family.

A decision to join should not be made quickly. A decision of this nature requires careful thought and consideration, while taking the time to become familiar with all the job requirements.



Your family must support your decision. They must understand and accept your commitment to training, responses, and fire department activities, which will often interrupt family functions. Your employer should also be consulted and accept your commitment as a volunteer firefighter.

The information contained within this handbook should help you with your decision process but is not intended to answer all possible questions that you may have.



Participation as a volunteer member of the fire service will bring personal rewards, satisfaction, raise self- esteem and give you a tremendous sense of accomplishment for a job well done. Your involvement will also provide your community with a valuable service that has the potential to touch us all.

The Arnprior municipal Council recognizes the dedication and value of those who are committed to serving as a volunteer firefighter and contribute to public safety.

Additional information can be directed to the Fire Chief or may be obtained during a recruiting orientation session.

## Arnprior Fire Department's Mission

Fire personnel are measured by their ability to prevent and reduce loss of life, injuries and property damage. Members endeavor to uphold a professional image and earn community respect.

The Arnprior Fire Service is dedicated to increasing community safety by being committed to protect lives and property, as well as limiting negative effects to the environment and local economy through public education, prevention and emergency response within the scope of approved services.

Through teamwork, dedication and training the members of the Arnprior Fire Service professionally contribute to the department's success. Members proudly serve by exhibiting respect, while remaining accountable.

## Core Services

Changes in the Arnprior fire service are not unique as the fire protection industry is rapidly evolving provincially, nationally and globally. Conventionally, volunteer and composite sized fire departments would typically respond to fire situations. Today, fire service personnel respond to a much more extensive array of incidents.

Development, population increases, technological advancements, and societal change are some examples that bring about an increase in community risks, placing higher demands onto service providers, including the municipal fire service.

On average, the volunteer department receives an average of about 200 emergency call outs per year. Regular scheduled training consists of every Wednesday evening with additional special training from time-to-time. Members are encouraged to attend additional professional skills training such as those offered through the Ontario Fire College.

Public education, fire prevention and public relation duties are typical firefighter requirements, and these activities are random but consistent throughout the year.

Examples of core services provided by the Arnprior Fire Department include:

- fire prevention
- public education
- structural firefighting
- automobile fires
- motor vehicle accidents
- auto extrication
- water/ice rescue
- alarm response
- public assist
- extensive training
- professional development
- station duties
- public relations



## Overview of the Town of Arnprior

The Town of Arnprior is a lower tier municipality within Renfrew County. Based on most current estimates, Arnprior has a population of 9,629 people and a land area of 13.04 square kilometers. There are approximately 5,500 private dwellings in the Town, with a growth rate of 15.2% from the 2021 census.



Arnprior Fire Department provides fire protection services within the Town boundaries, which are approved by municipal Council. Funding for fire protection is provided by the municipality. The Fire Department is comprised of a full-time Fire Chief, Deputy Fire Chief and one Captain Fire Prevention & Protection Officer. Approximately 37 volunteer personnel comprised of company officers and firefighters make up the remaining staff.

# Minimum Requirements and Job Skills

The minimum requirements are:

- Attend the Orientation
- Grade 12 diploma
- Valid driver's licence (minimum -class G)
- Live within immediate area
- Means of reliable transportation
- No criminal record
- Proficient in English
- Ability to attend scheduled training and emergency activations
- Ability to possess C.P.R., First Aid and Defibrillator training
- Ability to acquire& maintain class DZ drivers' licence (or higher)

Job skills include:

- Able-bodied to perform intense & sustained physical effort
- Capable to work under distressing conditions
- Treat all information as confidential and protect privacy
- Sustain and uphold a constructive attitude
- Able to follow directives and respect the command structure
- Demonstrate job commitment (volunteer service)

## General Job Specification Duties

- Respond to fire, rescue and other emergencies when called to duty.
- Conduct firefighting/rescue activities at emergency scenes.
- Report directly to officers regarding activities at the fire ground, training or station.
- Report vehicle and/or equipment deficiencies to an officer.
- Complete necessary reports following an emergency as required.



- Complete regular inspections of assigned protective equipment and station wear.
- Demonstrate independence of judgement and action in circumstances of extreme emergency where referral to a superior for instruction is not possible.
- Demonstrate responsibility for rapidly and efficiently performing various duties under emergency conditions frequently involving considerable hazards.
- Carry out specific orders and directions as received from a superior officer in the course of firefighting operations, training and other departmental activities.
- Ensure safe & proper operation of all department vehicles, tools and equipment.
- Assist with salvage operations during and following an emergency.
- Assist with Fire Department pre-planning as required.
- Perform such duties as required to further advance public information, public safety and public relations within the department.
- Perform various maintenance and cleaning tasks on apparatus, equipment and station.



- Inspect property at the scene of a fire to prevent re-ignition.
- Attend assigned classroom and practical skills training to ensure proficiency in firefighting and rescue methods.
- Participate with in-service training, specialized training and self-study.
- Ensure compliance with all health and safety matters in accordance with the Corporations Health and Safety Manual, policies/procedures and the Occupational Health and Safety Act/Regulations.

## Recruiting Process

### Overview

- Stage 1: Orientation session
- Stage 2: Application
- Stage 3: Evaluation process

- Stage 4: Conditional offer
- Stage 5: Recruit program

Selection of a candidate is based on several factors including: qualifications, ability to perform the job as determined by the results of the recruitment process, response capabilities, commitment and the ability to work as a team player while having a high regard for order in an incident command driven organization.

## Detailed Process

Arnprior Fire Department has implemented an evaluation process to provide all applicants with impartial opportunity.

In an effort to provide individuals who have an interest in becoming a volunteer firefighter with key information and job expectations, the individual will be required to attend a recruiting orientation session as a prerequisite to the recruiting process. After attending the orientation session, an individual will possess better awareness of the participation requirements and the nature of our business. Individuals have an opportunity to consider the commitments before making their final decision.

After attending the orientation session, an individual will be able to make formal application to become a volunteer firefighter, at which point an initial screening will be conducted to verify minimum requirements.

An applicant advancing to the next stage of the process will be considered a candidate. The evaluation process comprises of 4 phases.

- Phase 1 includes a written aptitude & knowledge test to measure: one's ability to understand written and/or verbal information; reading, reasoning and mathematical skills; and mechanical and technical aptitude.
- Phase 2 includes the skills assessment, which is job related ability tests and is the physical component of the recruiting process. These tests will be conducted to assess the candidate's ability to perform specific job-related assignments. Prior to participating in these tests, the applicant must read the waiver form, agree to the conditions and submit the form signed.
- Phase 3 is a formal interview from a panel of interviewers. Scores will be assigned based on the candidate's achievements through the process.
- Phase 4 is the candidates list where individual scores will be ranked in ascending order. Vacant positions will be filled from the candidates list.

The next stage consists of a conditional recruit offer package. The candidate will be required to obtain and produce the following documentation: a current driver's abstract from the Ministry of Transportation; a vulnerable sector check from the local Police



service; a medical assessment from a licensed physician; and a signed fire service agreement.

An informal consultation will also be encouraged with the candidate's partner and/or family member to discuss the candidate's commitments as a firefighter.

The final stage in the recruiting process is the recruit training program. A probationary period of one year will require the recruit to successfully acquire all necessary training and demonstrate their commitment as a member of the Arnprior Fire Department.

We would like to acknowledge the interest and effort you have demonstrated in the pursuit of being a volunteer firefighter with the Town of Arnprior. The desire you possess to commit to the protection of your community is admirable.

Thank You for considering a position with the Arnprior Fire Department.