



Langley City FIRE RESCUE SERVICE

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Career Fire Fighter Recruitment Application Manual



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INTRODUCTION

Thank you for your interest in becoming a career member of the Langley City Fire Rescue Service. We are committed to recruiting talented and motivated individuals who possess a high level of integrity to serve our community.

Fire fighter recruits are key to the growth and sustainability of the Langley City Fire Rescue Service. They are role models who will become leaders within our organization and the community. Our citizens place their trust in Langley City Fire Rescue and it is important that our members honour this trust with a strong commitment to professionalism both on and off duty.

It is our responsibility to select recruits who will honour this commitment. We pledge to treat each applicant fairly and respectfully. We select recruits who are serious about the responsibility of leadership and pursue excellence as part of their daily activities. Accountability earns trust and respect, and it is our expectation that applicants display personal accountability and the capacity to lead by example.

The role of a career fire fighter does not suit everyone and desire alone does not make it a suitable career. The daily pressure, sacrifice and risks that fire fighters face separate this job from many other careers. We ask you to conduct an honest self-evaluation using the Questionnaire on Page 3 before you send us your application. Familiarize yourself with the job functions in Appendix A and use the information to build your skill-sets. Review our application and selection processes starting on Page 6 in their entirety in order to gain a full understanding of your role in the application process. Preparation, combined with a positive attitude and solid foundation are essential to your success.

Should you decide to apply, it is important to understand that the competition will be strong. Strong competition results in strong candidates and strong candidates produce quality fire fighters.

THINGS TO CONSIDER BEFORE APPLYING

Langley City's fire fighter recruit selection process is lengthy, competitive and complex. You need to be prepared to complete the various stages on demand and in a short period of time.

A commitment to maintaining a daily fitness regime and monitoring personal wellness is essential to ensuring fire fighter safety and longevity. It is important that you have the strength, stamina and cardiovascular conditioning required to take on the physical challenges of this career. Ethical behaviour and accountability must be part of your nature. Taking responsibility for and ownership of your actions is vital to success.

MINIMUM FIRE FIGHTER QUALIFICATIONS

You must:

- Be at least 19 years of age on the date of your application
- Be eligible for employment in Canada - You must be a Canadian citizen, a holder of a Permanent Resident Card, a Landed Immigrant or otherwise legally entitled to work in Canada (i.e., holder of a work visa).
- Provide documents (at the specified time on the application form) verifying you have:
 - A High School Diploma or equivalency - equivalencies can include a High School Equivalency Diploma (i.e., G.E.D.), or a two-year diploma, or an undergraduate/applied degree or journeyman certificate.
 - A valid and subsisting Class 1 or 3 Provincial driver's licence, with an air brake endorsement, no more than six (6) demerit points for the past 5 years and no current suspensions or driving prohibitions. Probationary or Graduated Driver's licenses will not be accepted.
 - Completed NFPA 1001 Fire fighter Level II certification
 - Completed NFPA 472 Hazardous Materials Operations
 - Successfully completed the Candidate Physical Abilities Aptitude Test (CPAT) within past year
 - A current Cardiopulmonary Resuscitation (CPR) card; Must be Basic Rescuer – Level "C" or Instructor Level.
 - A current recognized First Aid Certificate pertinent to a fire fighter within the last calendar year such as:
 - First Responder III Certificate with AED and Spinal endorsements
 - Emergency Medical Responder (EMR)
 - Occupational First Aid Level 3 (OFA 3)
 - Paramedic Licence (BLS or ALS)

Desirable Training and Experience

- Previous firefighting experience as a career, paid-on-call or volunteer
- Completion of advanced fire service training such as:
 - Fire Prevention Inspector
 - Fire Service Instructor
 - Fire & Life Safety Educator
 - Technical Rescue
- Completion of fire service related courses such as auto extrication, rope rescue, confined space rescue, hazardous materials, incident command, critical incident stress, etc.
- Recognized post-secondary education or equivalent, a recognized degree, diploma or trade qualification
- Training or experience at the technical, trades or equivalent level
- Non-smoker
- Second language skills

Important Qualifications Notes

- It is your responsibility to understand and meet the minimum qualifications before you submit your application.

- You are to provide legible proof of minimum qualifications as requested in the application form.
- You will need to maintain your qualifications throughout the assessment processes.
- Failure to meet the minimum requirements will result in the rejection of your application.
- If you are found to have falsified or intentionally misrepresented your credentials, your application will be permanently closed. No future applications will be accepted from you.

SELF-EVALUATION QUESTIONNAIRE

Use these questions to help you decide if firefighting is the appropriate career choice for you.

ASK YOURSELF:

- Does my lifestyle support ethical and responsible choices and actions?
- Am I prepared to maintain a level of professionalism on and off duty?
- Does my lifestyle align itself with the Fire Rescue Service values of respect, pride, professionalism and teamwork?
- Have I adopted and do I maintain physical fitness as a way of life [i.e., daily workouts]?
- Am I physically able to perform fire fighter job tasks?
- Am I able to work 10-hour day shifts and 14-hour night shifts inclusive of weekends and holidays?
- Can I work for extended periods of time under difficult and strenuous conditions?
- Am I free of fears relating to height and confined spaces and able to manoeuvre with limited or no visibility?
- Am I comfortable using different hand/power tools and technical equipment?
- Can I disengage from emotional suffering, tragedy or loss of life in order to complete essential job tasks?
- Do I have a support system in place for debriefing and stress relief?
- Have I considered the impact shift work will have on my family environment?
- Am I familiar with and able to operate within a paramilitary working environment?
- Do I understand and will I abide by the hair and jewelry operational guideline and other grooming standards?
- Am I able to work harmoniously in close quarters with other people?
- Do I treat all people with respect, dignity and professionalism regardless of race, creed, gender or beliefs?
- Am I able to and do I take steps to maintain a positive attitude?

- Am I able to motivate myself? Do I motivate others?
- Do I actively engage myself in problem solving?
- Am I able to understand and carry out complex oral and written instructions?
- Do I have an aptitude for life-long learning?
- Do I meet and am I prepared to maintain the minimum qualifications?

APPLICATION PROCESS

The application process for the Langley City Fire Rescue Service has 9 steps:

- Step 1 – Application
- Step 2 – Knowledge Test
- Step 3 – Ergometrics FireTeam Testing
- Step 4 – Stefan Fraser Psychological Testing
- Step 5 – Interviews
- Step 6 – Selection Process
- Step 7 – Employment Checks (Reference Checks, Driver's Abstract, Police Information Check)
- Step 8 – Medical Exam
- Step 9 – Job Offer

Applicants moving on to the next step will be notified via email or voice mail. It is the candidate's responsibility to ensure email addresses and phone numbers are up-to-date. It is the candidate's responsibility to check emails on a regular basis to ensure that process deadlines are met. All testing stages is in person and cannot be taken online or submitted by faxor email.

OVERVIEW OF THE SELECTION PROCESS

STEP 1 – Application Form

Download the application form available online at <http://www.city.langley.bc.ca/employment.htm>. Carefully review each section. It is your responsibility to understand the application form and to provide all the requested information. Answer all questions completely and honestly. You are responsible for the accuracy of all statements. Full disclosure of information is expected; no sections are to be left blank. Should a particular section not apply to you, write 'n/a'. All applicants must follow the application process outlined in this manual in the preceding section.

Applicant Information

This section allows us to contact you.

Required Licences, Certificates and Qualifications

This section is to verify that you meet the minimum application qualifications. You are to provide legible photocopies of supporting documentation for specific items identified on the Application Form to confirm that you meet the requirements and that your certifications are valid. Be

prepared to produce the original or certified copies of these documents for review when requested.

Driver's License Information

You must hold a valid British Columbia Class 1 or 3 Driver's License with an air brake endorsement with no current suspensions or prohibitions from driving.

Fire fighter Candidate Physical Ability Test (CPAT)

This section confirms that you have successfully passed the CPAT test. Local applicants needing to complete the CPAT test can arrange their testing through the Abbotsford Fire Rescue Service or through the National Testing Network in Everett, Washington. See their webpages at <http://www.abbotsfordcpat.ca/> and https://nationaltestingnetwork.com/publicsafetyjobs/cpat_info.cfm

Desirable Training and Experience

This section lets us know about any credentials you may have attained (i.e., certificates, diplomas, degrees, etc.) at an accredited school. This section also lets us know what types of licenses and certificates you have received as well as any special skills or training you may have. This area will also allow you to showcase your personal achievements or experiences that you believe are relevant to this position. Proof of completion may be required later.

Employment History

This section represents your employment history. Provide information as completely as possible for these jobs. If contact information is no longer available for a past employer, please indicate so.

Applicant's Declaration

Carefully review each statement thoroughly and sign if the statement is accurate.

STEP 2 – Knowledge Test

This is a written test, based on the NFPA 1001 standard that will be used to evaluate the applicant's knowledge of firefighting principles and practices. The pass score is 70%. The test is held at the Fire Hall.

STEP 3 – Ergometrics FireTeam Testing

The Fire Team testing is a video-based written test that is intended to measure the applicant's skills in the area of teamwork, customer service, interpersonal relations, mechanical reasoning and reading aptitude. This testing is graded by Ergometrics. The pass score is 70%.

STEP 4 – Stefan Fraser Psychological Testing

These written tests are designed to measure personality traits common to all successful fire fighters. The tests will include evaluating problem solving, ability to be part of a team, stress management and communication skills. These tests are graded by Stefan Fraser and Associates.

STEP 5 – The Interview

The intent of the interview is to allow us to learn more about you, your experiences and your abilities from your perspective. The interviewers will be rating you based on the responses you provide. You should answer the questions in a clear and concise manner. The behavioural

questions will help determine if you meet our criteria for successful job performance. The interview is also an opportunity for you to learn more about our organization.

STEP 6 – Reference, Driver’s Abstract and Criminal Record Checks

At this stage of the process, we substantiate this information through the following:

- Confirming the validity of credentials and certificates submitted as part of your application process.
- Langley City Human Resources staff will contact your references. Your references will be asked about their experiences with you as an employee. You may be asked to provide additional references if the data received is insufficient.
- You will be asked to complete a police information check including a vulnerable sector check
- You will be asked to obtain a driver’s abstract from all jurisdictions in which you have been a licensed driver in the last five years.

STEP 7 – Selection Process

Our selection process is based on assessment of your competencies, skills, abilities and fit.

STEP 8 – Medical Testing

The final step for a candidate before receiving a job offer will be a medical test to ensure that you meet the fire fighter employment medical standards specified in NFPA 1582 - Standard on Comprehensive Occupational Medical Program for Fire Departments. See Appendix B.

STEP 9 – Job Offer and Notification

Candidates selected to receive a job offer will receive an initial verbal offer of employment followed up with confirmation in writing once accepted.

TIPS DURING THE RECRUITMENT PROCESS

There is no single factor to ensure success in your pursuit to join the Langley City Fire Rescue Service; however, we do offer you these tips:

1. If your personal contact information changes, please inform Human Resources immediately at hr@langleycity.ca
2. Before you submit your fire fighter application, take the time to learn all you can about the job. Use the information in this Manual to familiarize yourself with the job tasks (please see Appendix A), the different steps in the hiring process presented earlier and information about our city. It is best to be prepared!
3. You must be able to follow and act on complex oral and written instructions. You will be evaluated on these skills throughout the recruitment process and throughout your career as a fire fighter.
4. We expect you to be prepared and ready to participate in our assessments at the times they are scheduled. Sometimes you may have little advance notice to participate in tests; other times, you may experience lengthy delays with little or no feedback.

5. Job fit/suitability is one of many critical factors considered in our decision-making processes. Completion of and/or passing all steps in the recruitment process does not ensure a job offer.
6. If at any point in the process you do not meet the required competencies, you will be advised that you will not proceed in the process at this time.

OUR DEPARTMENT

Langley City is 10.25 km² in size with a population of 27,000. Langley City Fire Rescue Service is staffed with 3 chief officers, 20 suppression firefighters, 1 fire prevention officer and 24 paid-on-call firefighters. We have one fire hall (built in 2006) located at 5785 203 Street. The department is equipped with:

- 3 engines
- 1 aerial platform (100-ft)
- 1 rescue truck
- 1 command vehicle
- 3 pick-up trucks assigned to chief officers
- 1 fire prevention inspector pick-up truck
- 1 utility pick-up truck

In 2018 we responded to 2587 calls for service:

- 146 fires
- 252 fire alarms
- 1739 medical aid
- 174 motor vehicle accidents
- 12 rescue
- 145 assist public
- 33 hazardous materials
- 86 other

FIRE FIGHTER WAGES, BENEFITS & PENSIONS

In accordance with the January 1, 2016 – December 31, 2019 Collective Agreement with the Langley City Firefighter's Union, IAFF Local 3253, a Langley City Fire Fighter receives the following rates of pay during the first fifteen years of employment:

YEAR	RATES OF PAY (As of January 2019)	
	HOURLY	MONTHLY
First Six Months (Probationary)	\$ 31.58	\$ 5768
Second Six Months (Probationary)	\$ 33.84	\$ 6180
Second Year	\$ 36.10	\$ 6592
Third Year	\$ 40.61	\$ 7416
Fourth Year (First Class Fire fighter)	\$ 45.12	\$ 8240
Tenth Year	\$ 46.47	\$ 8487
Fifteenth Year	\$ 47.83	\$ 8734

FIRE FIGHTERS' BENEFITS

Fire fighters receive several benefits including the Medical Services Plan of BC, extended health and dental coverage as well as group life and long term disability insurance. Fire fighters also have access to the City's Employee Assistance Program.

Langley City Fire fighters are provided with full work and dress uniforms as well as personal protective equipment including duty gear.

FIRE FIGHTERS' PENSIONS

Langley City Fire fighters are enrolled in the British Columbia Municipal Pension Plan.

ANNUAL VACATION

- 1st calendar year of service – pro-rated
- 2 - 4 years of service - 8 duty shifts
- 5 - 10 years of service - 12 duty shifts
- 11 - 23 years of service - 16 duty shifts
- 24+ years of service - 20 duty shifts

STATUTORY HOLIDAYS

In addition to Annual Vacation, Fire fighters are granted 12 duty shifts off with pay in lieu of the twelve Statutory Holidays.

HOURS OF WORK (Fire Suppression)

Rotating day and night shifts for 42 hours – comprised of two day shifts (08:00 – 18:00) followed by two night shifts (18:00 – 08:00). After each set of four duty shifts, a fire fighter has four days off.

PROBATIONARY PERIOD

New fire fighters are serve a one-year probationary period. During your probationary period, you will undergo extensive training and evaluation to determine ongoing suitability as a fire fighter. You will undergo quarterly evaluations regarding your strengths and weaknesses, to ensure you have the tools to successfully complete your probationary period. Candidates who fail to successfully complete their probationary period will be released from Langley City Fire Rescue Service.

Information on fire fighters environmental and working conditions can be found in Appendix A.

APPENDIX A

ENVIRONMENTAL AND WORKING CONDITIONS

Environmental factors play a large role in the performance of a fire fighter's duties. Some working conditions that fire fighters experience as part of normal operating procedures include:

- The requirement to report for each shift "fit for duty", both mentally and physically.
- Working 14-hour night shifts with little or no sleep, including holidays and weekends.
- 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 and holding heavy power tools in awkward positions, etc.
- Working quickly to extinguish fires in extreme heat and when visibility is poor or non-existent.
- Performing physically demanding tasks during extreme fluctuations in temperature.
- Lifting, carrying, butting, extending and climbing ladders to extreme heights, while maintaining balance and manoeuvring in awkward positions.
- Working in hazardous areas that are hot, cold, 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.

FITNESS REQUIREMENTS

The Fire Service views fitness as an integral component in firefighting due to the physical strain of performing operational tasks. The impact varies according to each person's muscular strength and endurance, cardiovascular conditioning, motor coordination and flexibility.

PHYSICAL DEMANDS / BACKGROUND

The risk of injury in firefighting and rescue work results mainly from:

- The use of various heavy machines and apparatus
- Dangerous entrances and awkward spaces
- Extreme heat exposures
- Rapidly changing environmental conditions

In emergency situations, fire fighters must be physically able to act quickly and at times, under duress. For example:

In a multi-storey structure fire, a fire fighter climbs stairs while wearing heavy and cumbersome personal protective equipment [weighing up to 25-kg] and carrying tools [weighing up to 15-kg]. Following this strenuous stair climb, the fire fighter must be fit enough to then carry out physically demanding operational tasks.

In rescue operations associated with traffic accidents, a fire fighter must be capable of handling hydraulic tools [weighing up to 15 kg] in strenuous and awkward work positions for considerable lengths of time.

PHYSICAL FITNESS PREPARATION

A personal commitment to a career-long fitness regime is essential to safely performing fire fighter duties. To prepare for this challenging career, you need to follow and maintain a total body program that is specific for the job tasks and one that focuses on:

- Flexibility
- Cardiopulmonary Endurance
- Muscular Strength
- Muscular Endurance

Body composition is also considered an area of physical fitness. Excess body fat increases the workload placed on the body and decreases its ability to dissipate heat. Maintaining a healthy diet and consulting a Certified Personal Fitness Trainer or Certified Fitness Consultant can help you achieve your fitness goal.

CAUTION

PHYSICAL ACTIVITY READINESS

Before beginning any exercise routine or aerobic fitness evaluation, it is essential you have an awareness of your ability for physical activity.

Please read the following questions carefully and answer each one honestly. Common sense is your best guide when selecting the appropriate choice:

	Yes	No
Has your doctor ever said that you have a heart condition and recommended only medically approved physical activity?		
Do you have chest pain brought on by physical activity?		
Have you developed chest pains (while resting) in the past month?		
Do you lose consciousness or balance as a result of dizziness?		
Do you have a joint or bone problem that could be aggravated by prescribed activity?		
Is your doctor currently prescribing medication for your blood pressure or a heart condition?		

Are you aware, through your own experience or a doctor's advice, of any other reason against your exercising without medical approval?		
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If you have answered “Yes” to any of the above questions, please consult your physician BEFORE you begin aerobic fitness training.

If you are uncertain how to answer any of the questions and/or their relationship to your health, please discuss with your doctor.

TYPICAL TASKS AND DUTIES OF A FIRE FIGHTER

FIRE SUPPRESSION DUTIES

All on-scene fire ground operations are performed while wearing department issued protective personal equipment and may include donning, doffing and regulating a self-contained breathing apparatus.

EMERGENCY RESPONSE/INITIAL SCENE ASSESSMENT

- Accurately receiving and comprehending radio dispatched information
- Responding to residential, industrial, structural and wildland fire emergencies
- Responding to rescues and requests for assistance or reports of smoke
- Responding to electrical hazards and potential sites of ignition
- Safely driving or riding in fire fighting or emergency apparatus in response mode
- Identifying on-scene hazards and seeking the source of the fire
- Advising commanding officers of on-scene fire conditions and hazards
- Assessing the emergency scene and determining if assistance from additional fire personnel, law enforcement, medical examiner and/or utility personnel is required
- Determining the stability of supporting surfaces
- Determining the safest route for extricating and evacuating victims
- Following radio response protocols including exchanging information with other crew members, dispatchers and commanding officers at the scene
- Shutting off utility services to buildings

HOSE HANDLING

- Calculating building height in metres from its floors
- Determining water stream required to reach the fire
- Calculating liters or gallons per minute out of a particular size hose
- Determining the number of lines needed to extinguish the fire
- Wrapping hose around a hydrant to stretch it out and ensure it reaches the port
- Removing the hydrant cap with a wrench
- Coupling a hose connection to the hydrant
- Coupling and uncoupling hose connections
- Dragging/extending accordion folded or flat load, uncharged fire hose
- Opening hydrant to charge fire hose
- Dragging/holding a charged hose unassisted and opening the nozzle
- Applying a hose clamp to a charged/uncharged hose

PUMP OPERATIONS

- Calculating, achieving and maintaining correct water pressure for hose lines
- Operating foam dispensing equipment
- Inspecting and maintaining fire apparatus during operation by checking gauges and preventing freeze up

PRIMARY SEARCH

- Verbally communicating while wearing personal protective equipment [i.e., a face piece and self-contained breathing apparatus]
- Crawling on floors with limited visibility, feeling around for the heat of the fire source
- Systematically searching for victims including missing fire fighters
- Extricating trapped conscious or unconscious victims
- Dragging/carrying/removing conscious/unconscious victims from danger source
- Unassisted, dragging/carrying conscious/unconscious victims down stairs/out of buildings
- Unassisted, carrying conscious/unconscious victims down ladders

FIRE GROUND OPERATIONS

- The ability to identify the appropriate ladder for building height • Being aware of electrical lines and hazards when positioning fire apparatus, ladders, etc.
- Setting up aerial apparatus jacks, out-riggers and placing chocks
- Operating the ladder pipe from aerial platform and positioning and raising ladder
- Removing extension ladder from apparatus and placing in position
- Butting ladder, raising halyard to desired length and positioning the ladder by lowering it into its objective
- Climbing aerial apparatus and/or ground ladders
- Directing hose or nozzle at fire while on a ladder or from other heights [i.e. rooftops],
- Removing heavy equipment from apparatus and transporting and placing into operation [i.e. positive pressure fans, power plants, ladders, tools]
- Hoisting equipment to upper levels with a rope
- Carrying heavy equipment up stairs
- Determining when to open roofs, walls and doors
- Making openings for ventilation using hydraulic/power/hand-tools
- Checking for smouldering fire inside walls and ceiling after a fire is extinguished
- Lowering ladders and re-bedding them onto apparatus
- Reloading wet hose back onto apparatus

FIRE SUPPRESSION

- Using unwieldy tools [i.e., axes, sledge hammers, etc.] to make forcible entries
- Entering smoke filled buildings/rooms with a hose in hand
- Dragging charged hose on stairs and around obstacles [i.e., furniture, walls]
- Extending the hose line to a fire
- Opening a nozzle on a charged hose line
- Operating/holding a charged line in confined spaces/awkward positions
- Monitoring hot spots/preventing flare ups

SALVAGE AND OVERHAUL

- Securing/preserving evidence at fire scene
- Stabilizing walls/roofs
- Moving furniture/valuables and protecting them with salvage covers
- Creating dikes for channeling water out of building
- Removing burned and charred waste

PRE-HOSPITAL CARE

On-scene pre-hospital care is performed while wearing department issued protective personal equipment.

- Accurately receiving and comprehending radio dispatched information
- Removing heavy trauma bag from apparatus and carrying to scene
- Donning additional personal protective equipment i.e., gloves, masks, etc.
- Assessing patient condition and providing initial medical care
- Managing hysterical, agitated, hostile or unstable patients requiring medical attention
- Applying resuscitation measures as necessary
- Performing CPR or other appropriate cardiac emergency procedures
- Setting up and operating an Automatic External Defibrillator
- Administering oxygen
- Controlling bleeding, immobilizing fractures, bandaging wounds
- Treating shock
- Assisting in childbirth
- Gathering information from a patient or family regarding the patient's medical history
- Providing concise and complete information to paramedics regarding status of patients
- Assisting paramedics with continued care of the patient
- Preparing and transferring a patient to an emergency vehicle

VEHICLE EXTRICATION

Vehicle extrication is performed while wearing department issued protective personal equipment, which may include donning, doffing and regulating self-contained breathing apparatus.

- Controlling the accident scene to protect self, crew, victims, witnesses, etc.
- Directing traffic around accident scene
- Stabilizing vehicles using cribbing and other necessary tools
- Removing heavy hydraulic equipment from apparatus and carrying, starting and operating it to extricate trapped victims
- Safely freeing and removing persons from entrapments
- Preserving evidence at the scene
- Sweeping and picking up glass, debris and hazardous material spills

TECHNICAL RESCUE

All members of Langley City Fire-Rescue Service are trained to an operational level for Confined Space Rescue and Technical High Angle Rope Rescue

- As a member of a rescue team, performs rope rescue from elevated heights
- As a member of a rescue team, performs confined space rescues
- Participates in rope rescue and confined space rescue training

FIRE STATION DUTIES

- Maintaining physical and mental abilities to be 'fit-for-duty'
- Reporting for duty early to maintain a crew accountability system
- Presenting a clean/neat personal appearance to maintain proper department
- Maintaining positive and harmonious working relationships with crew members
- Removing used equipment from apparatus after calls for cleaning/drying
- Removing hoses from hose tower and storing
- Preparing emergency vehicles for the next response, including decontaminating and disinfecting unit and equipment, restocking supplies, inspecting equipment and making arrangements for necessary repairs or replacement
- Performing facility repairs or requesting maintenance calls
- Storing fire equipment and supplies
- Replenishing fire hall supplies when needed
- Maintaining an inventory of tools and equipment
- Thoroughly inspecting, cleaning, polishing and maintaining apparatus, tools, equipment and personal protective equipment
- Inspecting, servicing and performing tests of personal protective equipment including self-contained breathing apparatus

- Performing equipment overhaul operations
- Performing regular service tests on all apparatus
- Participating in ongoing training drills to further develop and maintain proficiency
- Maintaining a neat and clean working and living environment at the fire hall
- Maintaining the exterior of the fire hall [i.e., lawns, walkways, driveways]
- Answering routine phone calls in the fire hall
- Conducting fire hall tours
- Making own bed and changing linens when appropriate
- Working out and participating in group sporting activities to maintain physical fitness

FIRE PREVENTION AND INSPECTIONS

- Inspect commercial buildings for fire hazards
- Inspect multi-residential complexes for fire hazards, dangers or violations
- Determine and accurately document fire code violations
- Check operation of exit lights, emergency lights and fire extinguishers

ADMINISTRATIVE DUTIES

- Writing First Responder Patient Forms and completing other administrative forms
- Completing computerized incident reports [data entry]
- Writing building fire inspection reports
- Completing in-station training and following departmental directions

TRAINING AND DRILLS

Reviewing training materials to learn and have a working knowledge of:

- Fire behaviour and various causes of fire
- How to successfully attack a fire
- Building construction to predict fire reaction
- Forcible entry into buildings
- Ventilation methods to aid in extinguishing fires
- Appropriate fire streams given factors that can affect flow of water through air
- Water supply systems
- Hydraulics and pump operation
- Practicing and performing evolutions
- Caring for hoses, hose lays and hose use
- Characteristics and proper use of ladders

- Various methods of rescue
- Ropes and knots to accomplish rescues, stabilize vehicles and haul tools
- Extricating victims from vehicles
- Principles of shoring trenches, hydraulics and weights/gravity
- Technical High Angle Rope Rescue techniques
- Confined Space awareness
- Aircraft Rescue and Suppression techniques
- Computers and Computer programs
- Respectful Workplace and Diversity
- Salvage and Overhaul
- Fire alarms and automatic sprinkler systems
- Hazardous materials and techniques
- The most direct routes to various addresses in a response area
- The locations of streets, water mains and hydrants in a response area
- Fire Rescue Service operational guidelines
- Other learning as identified by the Captain and/or Training Division

PROMOTING POSITIVE PUBLIC RELATIONS

- Using tact and diplomacy when dealing with all citizens
- Treating citizens, co-workers and members of mutual aid agencies respectfully and with dignity and professionalism regardless of race, culture, gender or beliefs
- Interacting and working successfully with citizens and any outside agencies
- Providing fire education programs to the public
- Making public education appearances
- Conducting demonstrations at community events
- Volunteering time and/or participating in fundraisers for charitable work

APPENDIX B

MINIMUM MEDICAL REQUIREMENTS

VISION REQUIREMENTS

Far visual acuity is at least 20/30 binocular, corrected with contact lenses or spectacles. Far visual acuity uncorrected is at least 20/40 binocular for wearers of contacts or spectacles. Note: Successful corrective eye surgery or laser surgery may be acceptable providing it has been performed prior to six months of application or after an acceptable waiting period as defined by your Ophthalmologist. Inadequate far visual acuity can result in the failure to be able to read placards and street signs or to see and respond to imminently hazardous situations.

MEDICAL CONDITIONS AFFECTING ABILITY TO SAFELY PERFORM ESSENTIAL JOB TASKS

Medical standards follow the requirements outlined under the National Fire Protection Association Standard on Comprehensive Occupational Medical Program for Fire Departments (referred to as "NFPA 1582"). Recruit candidates will undergo a comprehensive medical examination and exercising stress test to determine if they are medically "fit-for-duty" and also to rule out any medical conditions that are classified as "CATEGORY A" under NFPA 1582.

NFPA 1582, CHAPTER 6, SECTION 6.2.2 – CATEGORY "A" MEDICAL CONDITIONS

Candidates with Category "A" medical conditions shall not be certified as meeting the medical requirements of this standard.

The following information is provided as a general guideline and is not all-encompassing. A complete copy of the NFPA 1582 standard can be purchased from the National Fire Protection Association at www.nfpa.org or phone (617) 770-3000.

CATEGORY "A" MEDICAL CONDITIONS NOT ACCEPTED FOR FIRE FIGHTER POSITIONS

SECTION 6.3 – HEAD AND NECK

Skull/facial deformities that prevent adequate helmet or respirator face-piece fit.

SECTION 6.5 – EARS AND HEARING

Chronic vertigo or impaired balance as demonstrated by the inability to tandem gait walk; On audiometric testing, average hearing loss in the unaided better ear greater than 40 decibels [dB] at 500 hertz [Hz], 1000 Hz, and 2000 Hz when the audiometric device is calibrated to ANSI Z24.5. Any ear condition or hearing impairment that results in a person not being able to safely perform essential entry level job tasks.

SECTION 6.9 – HEART AND VASCULAR SYSTEM

Section 6.9.1 – Heart Coronary Artery Disease, Cardiomyopathy or Congestive Heart Failure, Acute Pericarditis, Endocarditis or Myocarditis Recurrent Syncope, Condition requiring an automatic implantable cardiac defibrillator, Third-degree Atrioventricular Block, cardiac pacemaker, Idiopathic Hypertrophic Subaortic Stenosis

Section 6.9.2 – Vascular System Hypertension not controlled by approved medications. Thoracic or Abdominal Aortic Aneurysm. Carotid Artery Stenosis or Obstruction. Peripheral Vascular Disease.

SECTION 6.10 – ABDOMINAL ORGANS AND GASTROINTESTINAL SYSTEM

Presence of uncorrected Inguinal/Femoral Hernia regardless of symptoms

SECTION 6.12 – URINARY SYSTEM

Renal Failure or insufficiency requiring continuous ambulatory peritoneal dialysis (CAPD) or haemodialysis

SECTION 6.13– SPINE AND AXIAL SKELETON

Scoliosis of Thoracic or Lumbar Spine with angle greater than 40 degrees. . Multiple spinal surgeries or spinal surgery involving fusion of more than two vertebrae, discectomy or laminectomy, or rods still in place. . Any spinal or skeletal condition producing sensory or motor deficits or pain frequently requiring narcotic analgesic medication; Cervical, Thoracic or Lumbosacral vertebral fractures

SECTION 6.14 – EXTREMITIES

Metal plates or rods supporting bone during healing. Total joint replacement. Amputation or congenital absence of upper or lower extremity (i.e., hand, foot, thumb proximal to the midproximal phalanx). More than one shoulder dislocation without surgical repair or recurrent shoulder disorder within last five years.

SECTION 6.15 – NEUROLOGICAL DISORDERS

Ataxias of heredo-degenerative type.

Cerebral arteriosclerosis.

Hemiparalysis.

Multiple sclerosis or Myasthenia gravis with activity within previous three years.

All epileptic conditions without complete control during previous five years.

Dementia and Parkinson's diseases.

SECTION 6.18 – ENDOCRINE AND METABOLIC DISORDERS

Diabetes mellitus which is treated with insulin.

Diabetes which is not treated by insulin nor controlled.

EXERCISE STRESS TESTING

Cardiopulmonary health is essential for emergency responders. The physiologic burden of wearing bulky protective clothing and breathing through a self-contained breathing apparatus while performing physically demanding work at an incident scene places an enormous strain on the body. Fire fighter work environments are known to contain toxic chemicals that may also contribute to the development of heart disease over time. As part of the recruit fire fighter medical assessment, all candidates will undergo an exercise stress test.

“Exercise Stress Test” refers to stressing the body by putting an exercise load on it and measuring the response. Most people relate the term exercise stress testing to cardiovascular testing.

Exercise stress testing is an important tool used by physicians and exercise specialists to:

- Determine whether an individual is physically fit to perform essential job tasks without undue risk of harm to self or others.
- Monitor the effects of exposure to specific biological, physical or chemical agents that may be related to hazardous working conditions.
- Detect any patterns of disease that might indicate underlying work-related problems.
- Provide the fire fighter with information about his/her current health.
- Provide a cost-effective investment in the early detection, disease prevention and health promotion of the fire fighter.
- Develop recommendations for exercise prescription and rehabilitation.
- Comply with federal, provincial and local health, safety and wellness requirements.

MAXIMAL OXYGEN CONSUMPTION [VO₂MAX]

The Langley City Fire Rescue Service uses Maximal Oxygen Consumption Testing, also known as VO₂max testing, to measure cardiovascular conditioning levels prior to commencement of employment.

Oxygen uptake is the amount of oxygen cells can absorb from the blood stream. VO₂max is defined as the maximum amount of oxygen one uses in one minute per kilogram of body weight (O₂/kg/minute). No matter how much air is breathed in, the limiting factor in determining an individual's fitness is the body's ability to extract oxygen from the blood and supply it to the working muscles. The more aerobically fit one is, the more oxygen the muscle cells can absorb.

The purpose of VO₂max testing fire fighter applicants is to:

- Ensure that the individual's heart displays no abnormalities at intense workloads.
- Measure the applicant's oxygen uptake ability.
- Confirm that the individual's cardiovascular capacity is sufficient to obtain required workloads during strenuous firefighting operations.