



## THE BLUE MOUNTAINS FIRE DEPARTMENT

### 2011 1st QUARTER REPORT

#### **The Vision of the Town of The Blue Mountains Fire Department is:**

To provide the citizens of The Blue Mountains with pro-active, effective and efficient delivery of fire, rescue, public education and fire prevention services; through a unified forward thinking organization with good morale and with the highest standards of personnel safety, fairness and professionalism.





**REPORT TO:** Finance & Administration Committee  
**FROM:** Ron Doherty, Fire Chief  
**DATE:** June 21, 2011  
**SUBJECT:** 1st Quarter Report – 2011

## **The Blue Mountains Fire Department**

### **Quarterly Report – January – March 2011**

This quarterly report is to provide information with regards to the operation and status of The Blue Mountains Fire Department for the first quarter (January – March 2011)

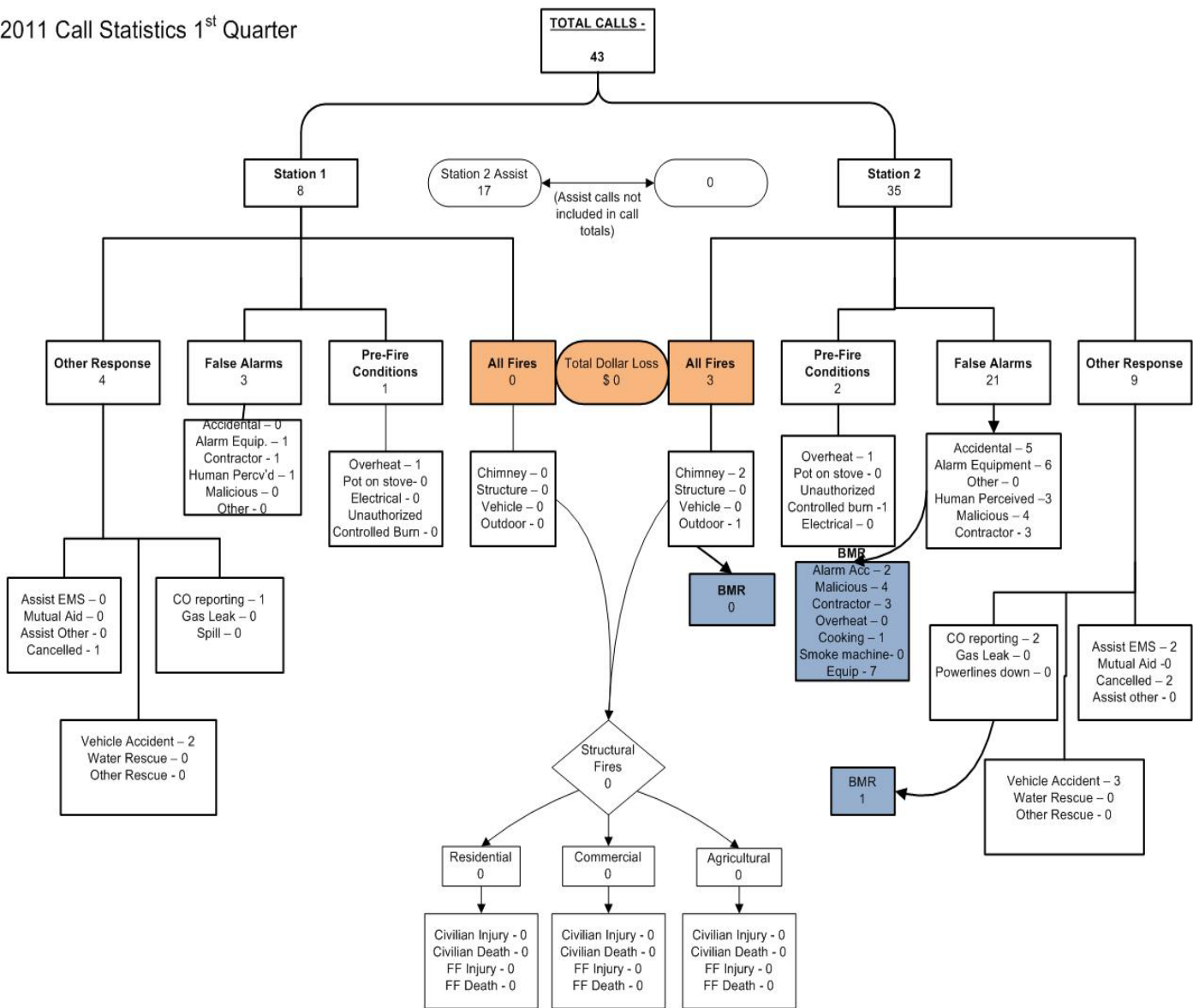
#### **Highlights of 1st Quarter:**

- The department responded to 0 structure fires, 24 false alarms, 3 pre-fire conditions and 13 other responses.
- EMS – Grey County EMS is instructing Ainley & Associates to proceed with the Final Drawings for the Site Plan at the Craigeith Station with a public meeting sometime in July.
- Recruitment – In accordance with the Fire Master Plan, the Fire Department will increase its compliment of personnel from twenty firefighters at each station to twenty four. The recruit program has been revised and advertising for recruit applications has begun. To date we have received 11 applications, 4 applications for Station 1 and 7 applications for Station 2.

Attached is a Recruitment Information Package which will be available to potential recruits electronically on line or in hard copy at the fire stations and special events. The package is a brief over view of the Blue Mountains Fire Department Recruit Training Program. The new firefighter recruit program for the Town of the Blue Mountains includes the selection, hiring and training process. The program also includes a Recruit Orientation Guide which is intended to be distributed to residents interested in becoming a volunteer firefighter. The guide will provide potential applicants with answers to frequently asked questions, general information about being a firefighter with the Town of The Blue Mountains in addition to the required application forms. The guide will be available on the Town website in addition to the fire halls and Municipal office.

- Vehicle Replacement – Preparation of tenders has begun for the acquisition of two replacement vehicles. A 3000 imperial gallon pumper tanker and a four wheel drive pick-up truck will be advertised in the second quarter.

2011 Call Statistics 1<sup>st</sup> Quarter



**YEARS OF SERVICE – HALL #1  
Volunteer Firefighters**

<b>FIREFIGHTER'S NAME</b>	<b>NUMBER OF YEARS</b>
A. J. Lake	28
Randy Osborne	25
Steve Staveley	23
Tom Watts	21
Mike Keaveney	21
Bryan Lowe	21
Chris Cole	8
Scott Marritt	6
Andrew Morris	6
Luke Sauder	6
Marijan Lucic	5
Devon McDonald	5
Timo Hotari	2
Chris Lowe	2
Michael Hutten	2
Chris Allen	2
Joseph Scott	2
David Dick	2
Michelle Lakoseljac	2
Hindle Mary	1
Rydall Duncan	1

**Summary:**

28 Years	1
25 Years	1
23 Years	1
21 Years	3
8 Years	1
6 Years	3
5 Years	2
2 Years	7
1 Year	2
Total # of Firefighters	21

**YEARS OF SERVICE – HALL #2  
Volunteer Firefighters**

<b>FIREFIGHTER'S NAME</b>	<b>NUMBER OF YEARS</b>
Steve Conn	22
Al Sawatzky	12
Scott Wright	12
Bruce Fraser	10
Tyler Spies	10
Mike Keeling	10
Elijah McCaffrey	8
Derek McKenzie	6
Sean McKenzie	5
Colin Macready	5
Darren Johnston	4
Mike Scott	4
Meghan Loney	4
Cody Zanardo	4
Ian Doherty	2

**Summary:**

22 Years	1
12 Years	2
10 Years	3
8 Years	1
6 Years	1
5 Years	2
4 Years	4
2 Years	1

Total # of Firefighters    15

**Town of The Blue Mountains Fire Department  
1st Quarterly Report  
Fire Prevention**

**Months** January – March

**Year** 2011

**Inspections**

Request	2
Complaint	2
Institutional	
Re-Inspections	27
Commercial	3
Industrial	4
Assembly	3
Residential (Smoke Alarm assist install)	1
Tents	3
Display Fireworks	2
Public Amusement Area Fireworks	2
Outdoor Public Amusement Area Approved	2
Electrical Orders Issued	0
<b>TOTAL</b>	<b>51</b>

**Fire & Life Safety Education**

<b>Focus Group</b>	<b>Topic</b>	<b># of persons</b>
Builder Association	Sprinklers-Spray foam	40
Village Management Life Safety Response	Test Mode Fire Alarm	10

**Distribution of Information**

<b>Quantity this Quarter</b>	<b>Quantity Year to Date</b>
New Material Ordered	100

**Public Service Announcements**

<b>Newspaper</b>	<b>Radio</b>
	5

**Target Group Support**

<b>Target Group</b>	<b>Meetings</b>
Village Association Management	4

**Fire Safety Plans**

<b>Plans Under Review</b>	<b>Buildings Inspected</b>	<b>Plans Approved</b>
5		

**Preplans**

<b>Plans Developed</b>	<b>Sites Inspected</b>	<b>Plans Presented to Dept.</b>

**Smoke Alarm Program (DR Reviewing)**

<b>Dwellings Inspected</b>	<b>Deficiencies Identified</b>
1	Assist installation

**Fire Code Enforcement**

<b>Smoke alarm tickets issued – Part 1</b>	<b>Smoke alarm Infractions Issued – Part 3</b>	<b>Part 3 – Fire Code Violations Registered</b>	<b>Results</b>
	Prosecution prepared submitting soon	2 prosecution prepared not sent yet	

**Non- Emergency Responses**

<b>CO Alarm</b>	<b>Smoke Alarm</b>	<b>Other</b>
1	0	2

**False Alarm By-law Letters Issued**

<b>R1</b>	<b>R2</b>	<b>R3</b>	<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4+</b>
5			9	3	2	2

\*\*A total of 21 letters were issued as per Bylaw No. 2008-113 Schedule D-7

## Inspection Orders

195 Tyrolean Lane	Inspection Order – 04/02/2011
195 Tyrolean Lane	Immediate Threat Posted – 03/03/2011
195 Tyrolean Lane	Appeal and submission submitted awaiting OFM reply on Order

## Fire Investigations

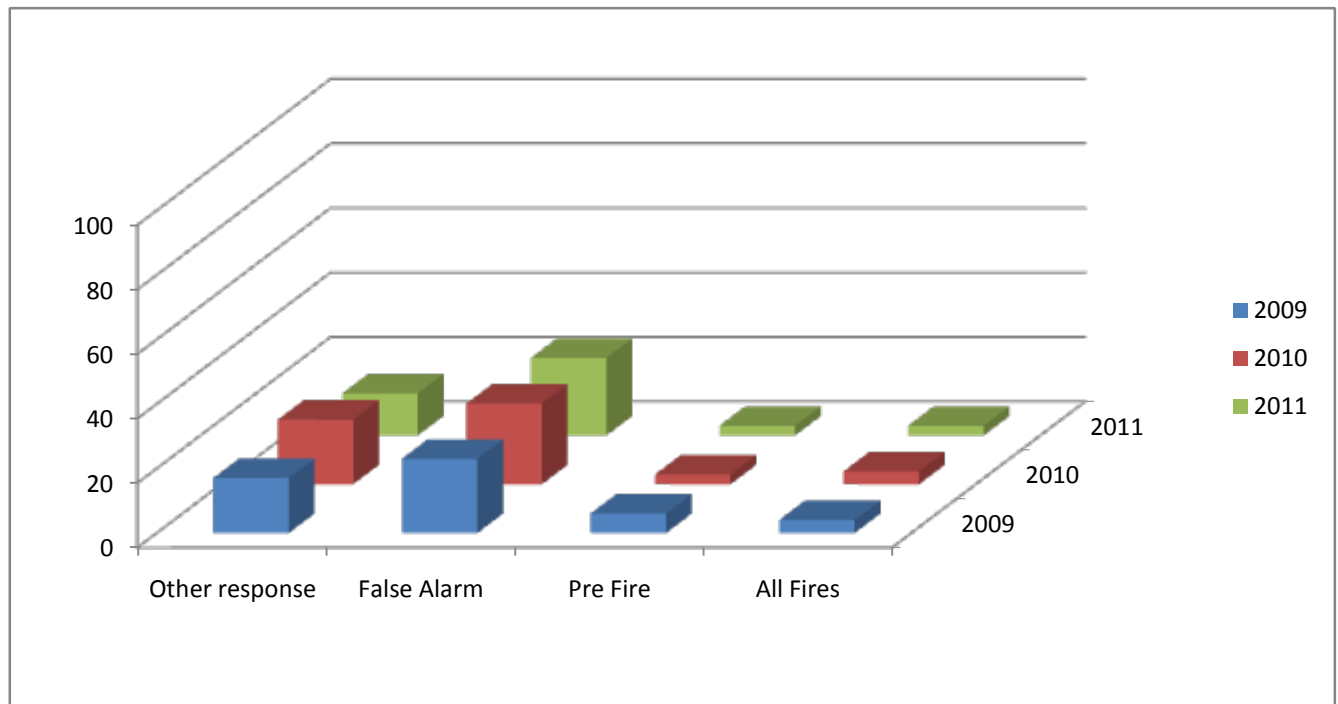
Property Type	\$ Loss	Possible Cause

## Prevention Training

- Training of fire inspectors is ongoing, focusing on customer service and punctuality
- Crisys training ongoing, fire prevention module being revamped
- Keeling / Sauder observed and took notes during Inspection order process
- Keeling / Sauder prepared statements for prosecutions
- Luke Sauder completed FPO 401 and FPO 501 during this quarter
- CFPO Duncan Rydall completed CO901 this quarter
- SOG developed and implemented for smoke alarm install
- Smoke alarms documentation package and install kit now in front line rescue trucks at station 1 & 2
- Smoke Alarm program to roll out in second quarter – Rental Condos to be target group as the revolving occupancy could exacerbate the tampering of smoke alarms

**Town of The Blue Mountains Fire Dept.  
Response Type Comparison Chart  
1<sup>st</sup> Quarter  
2011**

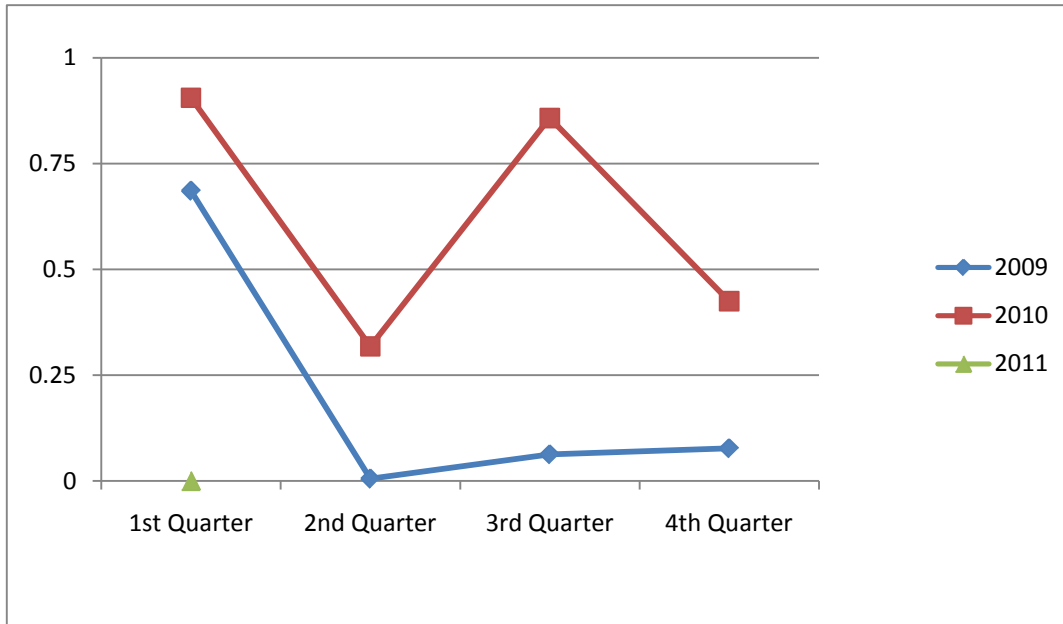
The following chart demonstrates response type, as a percentage of the overall responses during the same time periods



Blue Mountains Fire & Rescue responded to similar response types during the 1<sup>st</sup> quarters of 2009, 2010 & 2011.

## Town of The Blue Mountains Fire Department Dollar Loss Comparison Chart

The following chart demonstrates quarterly dollar loss comparisons in million dollars.



### 1<sup>st</sup> Quarter

During the first quarter of 2011, the Blue Mountains Fire & Rescue did not respond to any fires involving dollar loss.

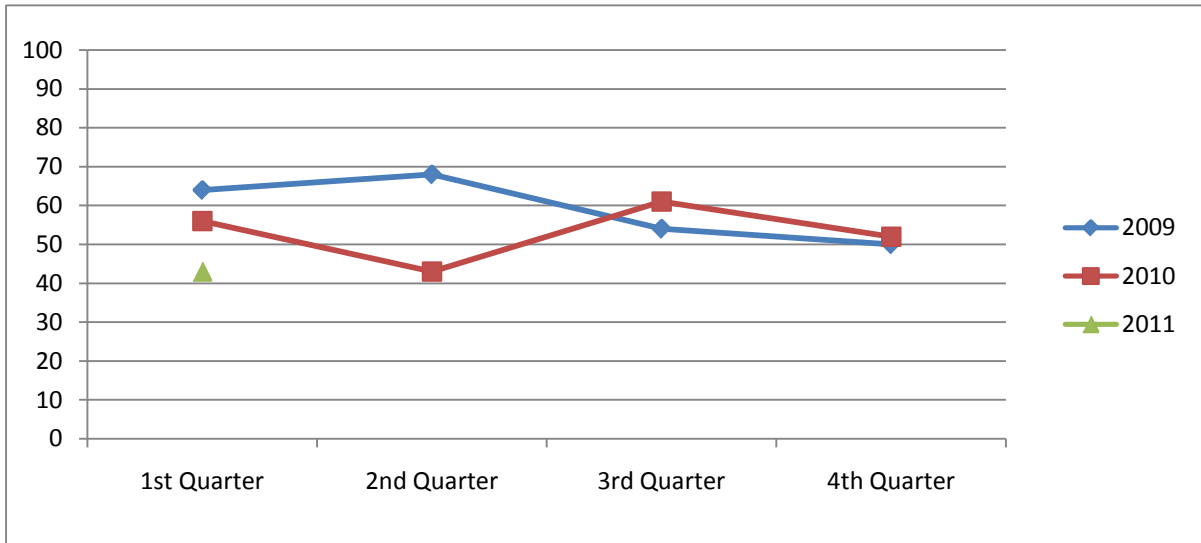
### 2<sup>nd</sup> Quarter

### 3<sup>rd</sup> Quarter

### 4<sup>th</sup> Quarter

**Town of The Blue Mountains Fire Department  
Response Volume Comparison Chart  
1<sup>st</sup> Quarter  
2011**

The following chart demonstrates total quarterly responses.



**1<sup>st</sup> Quarter**

The Blue Mountains Fire & Rescue responded to 43 calls in the first quarter of 2011 compared to 56 calls in 2010 and 64 in the first quarter of 2009.

**Town of The Blue Mountains Fire Department  
10 Minute Notification  
January - March 2011**

The following statistics indicate apparatus and personnel on scene within 10 minutes from the time of first page out.

The number of responses is based on responses to overheats, structure and outdoor fires, and alarms. This number does not include responses to ambulance assists, motor vehicle accidents etc.

	<b>Station 1</b>	<b>Station 2</b>	<b>Average</b>
<b># of responses</b>	5	24	
<b>Pump on Scene (%)</b>	1 of 5 (20%)	12 of 24 (50%)	(25%)
<b>10 in 10 (%)</b>	0 of 5 (0%)	1 of 24 (4%)	(2%)

**Ten (10) minutes**

It is expected that the average response time for a fully staffed apparatus to leave the fire station is six minutes. A four minute drive time from the station averages at approximately 3.75 kilometers.

**Station 1 Responses**

Four of the five responses were to areas 3.75 kilometers, or more than a four minute drive time from station 1.

**Station 2 Responses**

Four of the twenty four responses were to areas 3.75 kilometers, or more than a four minute drive time from station 2.

Twenty one responses were to false alarms.

**Town of The Blue Mountains Fire Department  
Quarterly Report  
Mechanical**

**Months** January – March

**Year 2011**

**Apparatus Repair Costs**

<b>Unit #</b>	<b>Routine Maintenance</b>	<b>Unexpected Repair</b>	<b>Cost</b>
172			
181		Yes	280
503		Yes	635
502		Yes	300

**Equipment Repair Costs**

<b>Unit</b>	<b>Routine Maintenance</b>	<b>Unexpected Repair</b>	<b>Cost</b>
Small Engines			
SCBA			
Gas Meters			
Communications			
Recharges/Refills	Yes		125
Hydraulics			
Ground Ladders			
Air Fill Station	yes		1900
Bunker Gear	yes		850
Tools/Chemicals			

**Fuel**

<b>Station</b>	<b>Gas</b>	<b>Diesel</b>	<b>Quarter</b>	<b>To Date</b>
<b>1</b>	732	348	1080	1080
<b>2</b>	973	693	1666	1666

**TRAINING**  
**1st Quarter Report**  
**January – March 2011**

**TRAINING STATS 1st QUARTER – 2011 (In House)**

January 2011		February 2011		March 2011	
Station # 1	Station # 2	Station # 1	Station # 2	Station # 1	Station # 2
Hours	Hours	Hours	Hours	Hours	Hours
116	88	94	66	126	86

*In House training takes place every Monday night throughout the year.*

TOPIC	NUMBER OF HOURS
Truck / SCBA / PPE	222
Firefighter Survival RIT	48
R281 Orientation	38
Ice / Water Rescue	80
Violence & Harassment Training	36
Incident Management Scenario	50
Search & Rescue / RIT Training	56
Confined Space Training	50
First Responder Scenario	24
Tanker Shuttle	32
Reading Smoke	22
Pumper Operations	36
Marine 1	30

**Ontario Fire College Courses – January 2011**

Firefighters	Ontario Fire College Course	Number of Days
1	CO345 – Advanced IMS Theory	4
1	CO701/FPO601 Principals of Adult Learning	3
1	CO601/02 Specialized Operations	5

**Ontario Fire College Courses – February 2011**

Firefighters	Ontario Fire College Course	Number of Days
1	CO901 Applied Administration	5
1	CO602 Hazardous Materials	2

## Ontario Fire College Courses – March 2011

<b>Firefighters</b>	<b>Ontario Fire College Course</b>	<b>Number of Days</b>
1	FPO 401 Fire Safety Plans	3
1	FPO 501 Advanced Fire Prevention Theory	5
1	CO 401 Pre-Incident Planning	5

## Extra Training – Mon – Fri. 8:30 – 4:30 January – March 2011

<b>Volunteer Firefighters</b>	40 Hours
<b>Full Time Staff</b>	28 hours

## Training

- Annual firefighter component certification to ensure firefighter compliance
- Develop training program for Company Officer level 1 & 2; a total of approximately 260 hours of training
- 11 Firefighters working towards Company Officer Level #1 training and certification
- Developed training program for 2011 recruitment
- Weekly Monday night practices to develop and maintain firefighter certification and competency.
- Maintain quarterly training schedules

## TRAINING PERCENTAGES

### 2011 TRAINING PERCENTAGES – 1st QUARTER – Hall # 1

#### HALL # 1 – January – March

<b>Below 50% Attendance</b>	<b>2 Firefighters</b>
<b>50% - 75%</b>	<b>11 Firefighters</b>
<b>76% - 100%</b>	<b>8 Firefighters</b>

### 2011 TRAINING PERCENTAGES – 1st QUARTER – Hall # 2

#### HALL # 2 – January – March

<b>Below 50% Attendance</b>	<b>1 Firefighters</b>
<b>50% - 75%</b>	<b>3 Firefighters</b>
<b>76% - 100%</b>	<b>10 Firefighters</b>

## RESPONSE PERCENTAGES

### 2011 RESPONSE PERCENTAGES – 1st QUARTER – Hall # 1

#### HALL # 1 – January – March

<b>Below 50% Attendance</b>	<b>10 Firefighters</b>
<b>50% - 75%</b>	<b>9 Firefighters</b>
<b>76% - 100%</b>	<b>2 Firefighters</b>

### 2011 RESPONSE PERCENTAGES – 1st QUARTER – Hall # 2

#### HALL # 2 – January – March

<b>Below 50% Attendance</b>	<b>9 Firefighters</b>
<b>50% - 75%</b>	<b>3 Firefighters</b>
<b>76% - 100%</b>	<b>2 Firefighters</b>

## **ADMINISTRATION**

Staff Meetings are held bimonthly to discuss ongoing items within the department and determine ways of dealing with issues. The meetings also allow for the flow of information from each division of the fire department as well as from Senior Management and Council.

### **District Chief / CEMC**

- District Chief Position – As per the Fire Master Plan, the District Chief Position for the Craighleith Station has been finalized, with Steve Conn accepting the position.
- Initiating the collection of information with regards to the Fire Department Communications Plan.
- Formulating Job Hazard Analysis for each fire department position with the assistance of the fire prevention inspectors.
- Update Georgian Tri-Tel Communications (Dispatch) with new maps from GIS and communicate with staff on fire department changes.
- Updated Fire Department OH&S Policy and Annex.
- Co-ordinate OH&S relevant documentation is posted for upcoming WSIB Audit.

### **Crisys Software**

- The Fire Department Software is installed and training has been taking place throughout the first quarter. In order to save on travelling, the training has been taking place via Go To Meeting Sessions on the computer and telephone conference call. This has worked very well.
- There is specific training left to be completed with the Xpert Loader (this allows updating of addressing information to the system). This training will be completed sometime in late June or early July.
- Fire Department Staff have started keying information into the system such as Fire Responses and Fire Prevention Inspections. The further back in time we enter our past responses and inspections the more useful our search field data will be for our stats.

## **EMERGENCY MANAGEMENT**

### **1st Quarter Report**

#### **January – March 2011**

January 2011	Completed Basic Emergency Management Instructor course in Owen Sound.  ODRAP conference call with Rob Cummings
February 2011	Town workplace violence and harassment training at Beaver Valley Community Center  Attended 911 Advisory Committee Meeting in Owen Sound  Attended Grey County CEMC Meeting in Owen Sound
March 2011	Tornado Presentation to the Municipality of North Bruce Peninsula  Deputy Chief AJ Lake completed Basic Emergency Management Course in Owen Sound  Presented Memo to SMT/SAM regarding proposed Basic Emergency Management Course internally with Town Staff



**THE BLUE MOUNTAINS FIRE DEPARTMENT  
VOLUNTEER FIREFIGHTER  
RECRUIT ORIENTATION GUIDE**

**IF YOU**

**Want to help others and serve in your community  
Enjoy working as a team  
Enjoy continuous learning**

**You may be an ideal candidate for a challenging career  
as a volunteer firefighter**



## **FOREWORD**

This handbook has been developed as a resource for those men and women who have indicated an interest in becoming a volunteer member of The Blue Mountains Fire Department. 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.

However, service as a member in our department requires a serious commitment. Your decision to join should not be made quickly. The recruitment handbook has been developed to provide the information needed to help you make that decision.

Making a commitment to serve as a volunteer firefighter is a serious decision. We ask that you take the time to read this booklet and get the understanding and facts of what is involved in being a member of the Fire Department.

This handbook contains information on the organization of the Fire Department, training, participation requirements, the nature of our business, and answers to typical questions raised by prospective members. While this booklet will not answer all possible questions about membership, it will provide you with information about the most important areas.

Once you understand what is involved in being a member of the Fire Department, we hope you will find you are able to make the commitment that our community requires. The service provided by Volunteer Firefighters is truly valuable to the citizens of our municipality and we hope that you are able to contribute to our public safety.

## **VISION OF THE BLUE MOUNTAINS FIRE DEPARTMENT**

To provide the citizens of The Blue Mountains with pro-active, effective and efficient delivery of fire, rescue, public education and fire prevention services; through a unified forward thinking organization with good morale and with the highest standards of personnel safety, fairness and professionalism.

## **THE NATURE OF OUR BUSINESS**

Firefighting is one of the most diverse and challenging professions known today. It is this diversity that inspires most men and women to enter the service, both as volunteers and career employees. Imagine having to train to prepare yourself to cope with situations, which include fires ranging from trash bins to structures, hazardous chemical spills, remote area rescues, marine rescues, medical emergencies and almost any imaginable emergency situation in between. This diversity coupled with the fact that your skills may be needed at any time of day, seven days a week, in any kind of weather, and very often under potentially stressful and emotional circumstances makes our contribution to our profession very personally rewarding.

Two basic purposes of the public fire service are first to prevent fire or emergencies from occurring. This is done through fire prevention inspections, fire safety education, and fire code enforcement programs. Secondly, we are here to prepare ourselves to control fire or emergencies should prevention not prevail. This is done through education, training, pre-incident planning, state of the art equipment and more training.

This type of work or job is not for everyone. You need more than just a desire to help people. You also need courage, dedication, assertiveness and a willingness to learn new skills and face new challenges. The Fire Department is not for the meek, timid or for those who lose control of their emotions during

times of crisis. Our service is one which calls on its member to perform strenuous work in uncertain and hazardous environments as a highly efficient team.

Your family must support your decision. They must understand and accept your commitment to training and responding to emergencies which will often interrupt family functions. Your employer will also be required to be accepting of your commitment as a volunteer firefighter. Factors which your employer should be aware of may include but are not limited to:

- Fatigue from emergency responses outside of work hours
- Responses during work hours
- Training that will occur from time to time during your regular work hours

The personal rewards and satisfaction received from being involved in a Fire Department are often beyond description. There is a sense of accomplishment after controlling a building fire, compassion for accident victims, and fulfillment in teaching fire safety. The list could go on and on.

The bottom line in our business is measured by the prevention and reduction of loss of life, pain and suffering and property damage that we have in our service area. We strive to maintain a professional image while providing a safe, reliable and cost effective service to the residents of our community.

If you feel you have what it takes to meet the challenges of our business, we welcome you to apply to join us.

## **OVERVIEW OF THE TOWN OF THE BLUE MOUNTAINS**

The Blue Mountains is a municipality formed from the amalgamation of Collingwood Township and Thornbury in 1998. The area encompasses 300 square kilometers of varying terrain and borders on the shores of Georgian Bay. The four season recreational community is home to 6,825 full time residents and 8,000 part time residents. At peak times, the estimated number of day visitors to The Blue Mountains is 15,000, bringing the estimated day population to 30,000.

## **THE BLUE MOUNTAINS FIRE DEPARTMENT**

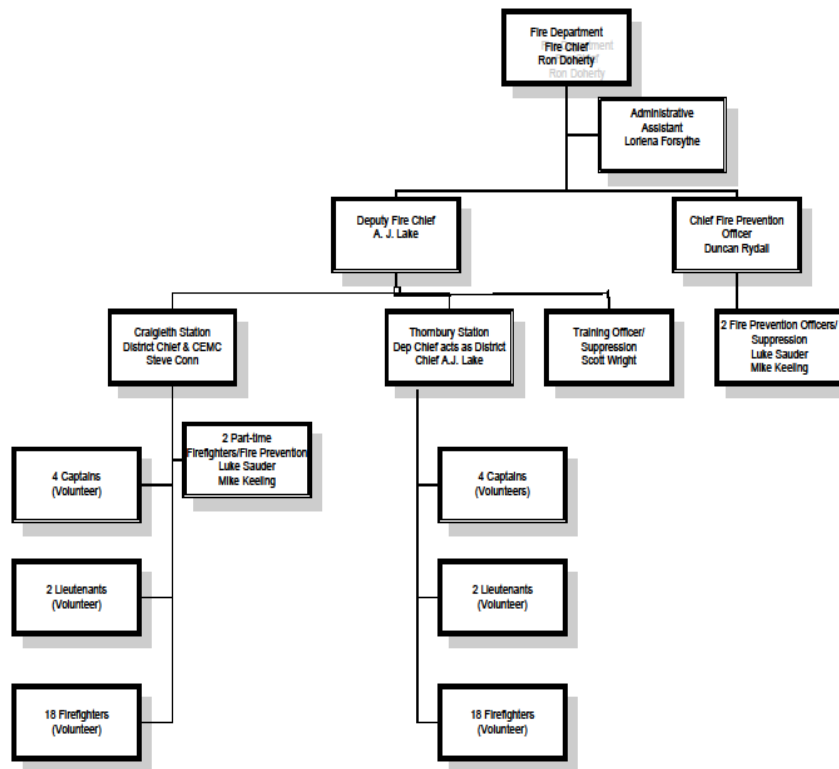
The Town of The Blue Mountains Fire Department consists of 2 fire stations and 48 volunteer firefighters. Station 1 (headquarters) is located in Thornbury and Station 2 is located in Craigeith at the base of Blue Mountain. Eight fulltime personnel staff the 2 stations during normal business hours Monday to Friday. They include, Chief, Deputy Chief, Chief Fire Prevention Officer, Community Emergency Management Coordinator, Training Officer, 2 Fire prevention Inspectors and an Administrative Assistant.

The volunteer compliment is made up of 24 volunteer firefighters at each station which includes 4 captains and 2 lieutenants.

The Fire Department responds to approximately 230 calls per year between the 2 stations, which include marine rescue, shore based ice water rescue, remote area rescue, high angle rescue, confined space rescue, fires, motor vehicle accidents and some medical emergencies. Apparatus includes 2 pumper/rescues, 2 pumpers, 3 tankers, 1 aerial, 5 support vehicles for transporting personnel and additional equipment, an all terrain vehicle for remote rescues and zodiac for near shore water rescue.

# ORGANIZATION

## TOWN OF THE BLUE MOUNTAINS FIRE DEPARTMENT



A typical Fire Department is composed of a variety of divisions and functions. Firefighters are often required to fulfill responsibilities from a number of the divisions and functions.

### ***Division of Administration:***

- Prepare, deliver and implement budgets, reports, planning and policy development.

### ***Division of Apparatus, Equipment and Communications:***

- Purchase and maintenance of apparatus, equipment and communication services.

### ***Division of Fire Suppression Or Operations:***

- Prevent, control and extinguishment of fires.
- Investigate fires.
- Perform rescue and salvage operations.
- Respond and assist at such emergencies as may be required.

### ***Division of Fire Prevention:***

- Conduct inspections.
- Enforce Ontario Fire Code
- Public education functions.

### ***Division of Training:***

- Administer training program. i.e. Ontario firefighter general level curriculum, specialty training subjects.
- Prepare and conduct examinations of members.

## **PRIMARY OBJECTIVES OF THE FIRE DEPARTMENT**

In order to achieve the goals of the fire department the following objectives have been established:

1. Identify and review the fire services requirements of the municipality.
2. Provide an administrative process consistent with the needs of the department.
3. Ensure that the firefighting equipment and operating personnel are available to provide adequate response to a citizen's call within a reasonable length of time.
4. Provide department training to an accepted standard which will ensure the continuous up-grading of all personnel in the latest techniques of fire prevention, fire fighting and control of emergency situations and to co operate with other municipal departments with respect to management training and other programs.
5. Provide a maintenance program to ensure that all fire protection apparatus, including all equipment, is ready to respond to emergency calls.
6. Provide an effective fire prevention program to:
  - (a) Ensure compliance with applicable municipal, provincial, and federal fire prevention statutes, codes and regulations.
  - (b) Reduce and/or eliminate fire hazards.
7. Develop and maintain effective public information systems and educational programs, with particular emphasis on school fire safety programs.
8. Ensure in the event of a major catastrophe in the municipality, assistance to cope with the situation is available from outside departments and other agencies.
9. Develop and maintain a good working relationship with all federal, provincial and municipal departments, utilities and agencies related to the protection of life and property.
10. Interact and co operate with other departments of the Corporation respecting the aspects of fire or any given program.

## **TRAINING AND PARTICIPATION**

Over the years, the fire service has evolved into a public safety agency providing highly technical and diverse services. The general public has come to rely on the Fire Department as the “first responder” not only when life and property are threatened by man made and natural disasters, but for seemingly smaller problems as well.

To ensure that all members of the Fire Department are prepared to deliver the best level of services required, training standards have been developed to provide each member with the needed skills, knowledge, and abilities necessary to deliver fire and emergency services to the citizens of the municipality.

To meet the requirements of the Ontario Fire Services Standards, The Blue Mountains Fire Department trains to the Ontario Fire Service Curriculum as directed by the Ontario Fire Marshals Office. This format of training involves a great deal of reading and self-directed learning on the part of the firefighter. Firefighters must complete knowledge and performance based testing to complete the requirements of a general level firefighter within a 5-year time period. The firefighter may register and write a final examination that would certify them as a general level firefighter in accordance with the requirements of the Ontario Professional Standards Setting Body.

Training occurs every Monday night (with the exception of holidays), from 1900 to 2100 hours. A minimum of 75% attendance rate is required at regular training nights by all volunteer firefighters. Additional on-site training is also offered throughout the year which includes but is not limited to first aid, pump operations and specialized rescue operations. Firefighters are also encouraged to participate in off-site courses such as those offered by the Ontario Fire College, located in Gravenhurst.

On average, a person could expect to commit ten hours per week to the fire department. This would not include the first 1 to 2 years where a great deal more time in self directed learning will be expected.

Firefighters and probationary firefighters must attend a minimum of 50% of emergency responses. Firefighters are also required to participate in on call weekends which may include holidays. This schedule generally requires a 1 weekend in 4 commitment.

## **Remuneration**

Even though you are a volunteer firefighter, you are compensated as follows:

- Recruit Awareness Training - \$450.00 to be paid at graduation
- Recruit Operations Training - \$20.00/hour
- Firefighter Training and emergency response - \$30.00/hour

## **VOLUNTEER FIREFIGHTER RECRUIT OVERVIEW**

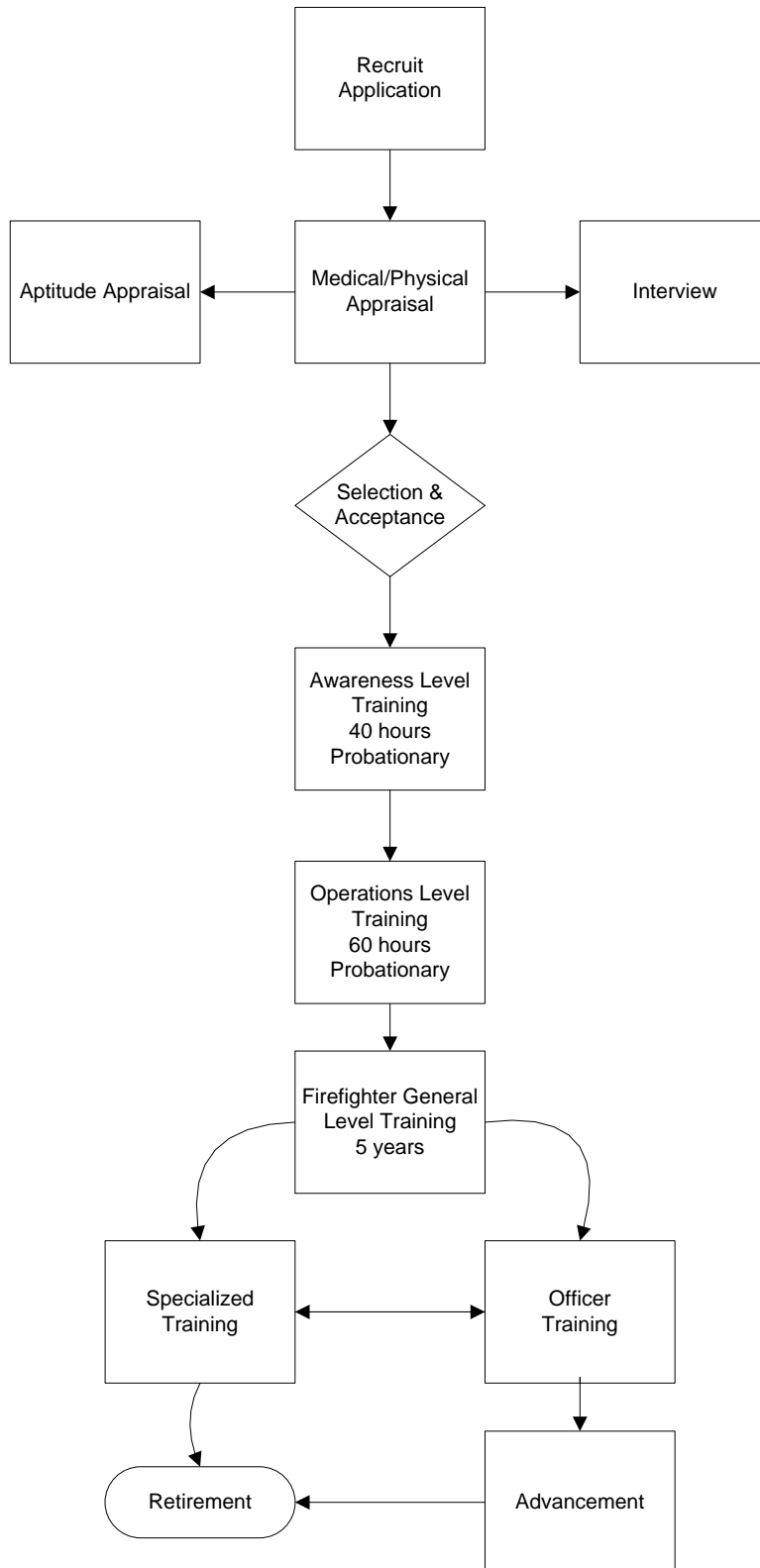
### **Minimum Requirements for Application:**

- ✓ Resident of The Town of The Blue Mountains
- ✓ Valid Driver's License and Drivers abstract
- ✓ Medical Certificate – Completed by Applicant's Doctor. All costs associated with this requirement are the sole responsibility of the applicant. Costs associated with medical certificates will be reimbursed upon successful completion of the 100 hour Recruit Program.
- ✓ Insurable, under the Corporation's fleet policy.
- ✓ Proficient in English
- ✓ Good reading, writing and record keeping skills
- ✓ No Criminal Record
- ✓ A reliable means of transportation to respond to alarms
- ✓ Employer Waiver – required to be signed by the employer at the time of application. The Memorandum of Understanding (included in this package) will demonstrate the employers' willingness to permit the applicant to respond to emergencies and training during work hours.
- ✓ Provide a certificate of vulnerable sector screening and a check of the Pardoned Sexual Offender Database completed by the applicant's local police service. This isn't required until the end of the Stage 5 interview.

### **Other Desirable Skills**

- First-Aid training
- Class D-Z or higher drivers license
- C.P.R. training
- Previous firefighting experience
- Demonstrated commitment (i.e. volunteer service)
- Bilingual (French/Other)
- Related experience (Nursing, Carpentry, Mechanics)
- Previous Pertinent Training (i.e. Workplace Hazardous Materials Information System, Ontario Health & Safety Act)

# Town of The Blue Mountains Fire Department Annual Recruitment/Retention Plan



## **Training Requirements**

### ***General***

Recruit Training is divided into 2 sections:

- 40 hour Recruit Awareness level training – do not attend emergency responses
- 60 hour Recruit Operations level training – may attend emergency responses with supervision and appropriate signoffs.

All training utilizes Ontario Fire Marshal's Office based curriculum in accordance with the Ontario Firefighter Standards.

### ***Recruit Awareness***

All volunteers entering the system complete a recruit training program taught by departmental instructors regardless of whether the individual may have previous training or experience. The training will occur on Wednesday evenings from 1900 – 2100 hours. A large portion of this training will include self directed learning involving extensive reading outside of normal training hours. The recruit must attend 100% of the training sessions and successfully complete each component.

### ***Recruit Operations***

Volunteers successfully completing all components of the Recruit Awareness training will then move on to operations training. The training will occur on Monday evenings from 1900 – 2100 hours. A large portion of this training will include self directed learning involving extensive reading outside of normal training hours. The recruit must attend 100% of the training sessions and successfully complete each component. This will include classroom and practical training focusing on Fire Ground Operations in accordance with modules 1 to 3 of the Ontario firefighter curriculum.

The recruit will also begin responding to fire calls to assist fully qualified firefighters, when proper supervision is provided. They must wear crescents on their helmets identifying them as a Recruit and member in training. Recruit designated fire fighters may not enter burning buildings, participate in activities requiring advanced training, or be subjected to hazardous environments.

### ***Probation***

All new members shall wear a recruit designation during the 60 hour operations training. Recruit Awareness and Operations training will also represent a probation period. Length of probation for each individual firefighter shall also be determined by their advancement through Component 1 of the Ontario Firefighter curriculum and performance based skills, but shall not be less than one year. A large portion of this training will continue to include self directed learning involving extensive reading and some practical training outside of normal training hours.

### ***Fire Fighter—General Level***

This is an ongoing provincially recognized training program from the Ontario Fire Marshal based on the Ontario Fire Service Standard. A large portion of this training is self-directed learning and requires passing grades for knowledge based tests and performance based

tests to demonstrate the firefighter can perform the job safely and effectively. This training is supplemented by additional training that is conducted within the Fire Department, the Ontario Fire College and other outside agencies. A large portion of this training will continue to include self-directed learning involving extensive reading and some practical training outside of normal training hours. All members will be enrolled in the Ontario Fire College Firefighter Curriculum General Level and are encouraged to write the final exams to become certified. General level firefighter is expected to be achieved in approximately 5 years.

***Ongoing training***

All fire fighters will be required to remain current in their level of training through annual recertification, knowledge based and performance based testing. Specialized training both in house and off site will be offered to all personnel.



## TOWN OF THE BLUE MOUNTAINS JOB DESCRIPTION

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**Position Title:** Volunteer Fire Fighter  
**Department:** Fire Services  
**Reports To:** Deputy Fire Chief – Station 1 volunteers  
District Chief – Station 2 volunteers

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### Position Summary

- Working as part of a team, under the direction of the Fire Services division, providing first response, fire suppression, rescue and specialized operations as required.

### Key Duties and Responsibilities

Participate in regularly scheduled training sessions and maintain a minimum of 75% attendance rate.

Maintain a minimum attendance rate of 50% to emergency incidents.

Performs fire ground operations within the Town of The Blue Mountains Fire Department incident management system, so that lives are protected and property loss and damage to the environment is minimized:

- Recognizes hazards to prevent injuries to patients or rescuers
- Secures water supplies
- Advances hose lines
- Operates portable pumps
- Performs search and rescue operations
- Carries positions, raises and climbs ground ladders
- Ventilates structures
- Extinguishes vehicle, structural, ground fires
- Conducts salvage operations
- Overhauls fire areas
- Performs other duties as assigned

Performs rescue operations within the Town of The Blue Mountains Fire Department incident management system so that the patient is removed from an area of danger to an area of safety while preventing injury to the rescuer or patient:

- Performs vehicle extrication
- Secures area of structural collapse
- Performs confined space rescue
- Performs industrial rescue
- Performs land based water rescue

Provides emergency patient care

- Responds to incidents as a first responder

Performs firefighter safety practices so that safety of firefighters is maintained according to applicable legislation, standards, and fire department operating guidelines

Operates fire apparatus as required by the Ontario Highway Traffic Act, Town of The Blue Mountains Fire Department Standard Operating Guidelines and within the vehicles design

Maintains equipment in accordance with Standard Operating Guidelines

Assists with fire prevention and public education programs as directed.

### **Job Details**

**Hours of Work:** Available to respond as a volunteer firefighter to emergencies 24 hours a day, 7 days a week  
Weekly training sessions Monday evenings 1900 – 2100 hours  
On call weekends and holidays approximately 1 in 5

**Direct Reports:** None

**Drivers License:** Required No \_\_\_\_\_ Yes  X  Class  DZ

### **Education and Experience:**

- Good physical condition
- Holder of a valid Class D licence complete with Z endorsement (must obtain within 3 months after probation period)
- Possess good mechanical aptitude
- Possess good reading, writing and record keeping skills
- Possess qualities necessary to perform team tasks
- Ability to perform tasks in confined spaces
- Grade 12 education.
- Ensures personal compliance with the Occupational Health & Safety Legislation and Section 21 Guidelines.

## **RECRUIT SELECTION PROCESS**

The selection process will consist of the following components:

**Stage 1.** Application Review

**Stage 2.** Aptitude Appraisal

**Stage 3.** Medical Examination

**Stage 4.** Job Specific Physical Appraisal

**Stage 5.** Interview

### ***Stage 1: Application Submissions***

All applicants are required to submit a completed **Application for Volunteer Firefighter** form to the Fire Chief or Deputy Chief at Station 1. Applications will be accepted throughout the year. An application form is included in this package.

Applications will be reviewed with priority being given to those applicants who demonstrate the following:

- Employment or residence within the municipality and/or reasonable response time to the fire station
- Current First Aid and CPR Certificates
- Valid Class DZ Driver's License with a clean abstract
- Permission to leave place of employment to respond to alarms
- No criminal record
- Employer support

A review of applications will be completed annually and selected applicants will be notified by telephone and in writing at which time they will have the opportunity to advance to Stage 2 of the selection process.

### ***Stage 2: Aptitude Appraisal (+3 weeks at Station 1 @ 7pm)***

The aptitude appraisal will be a short simple questionnaire designed to measure your:

- Ability to understand written and/or verbal information.
- Technical and mechanical skills.
- Reading, reasoning and mathematical skills.

A review of results of the aptitude appraisal will be conducted and applicants who qualify (achieve 70% or greater) will have the opportunity to advance to Stage 3 of the selection process.

### ***Stage 3: Medical Examination (Deadline to return form is + 1 week)***

Medical exam reports by a physician must be presented prior to the job specific physical appraisal. All costs associated with this requirement are the sole responsibility of the applicant.

The examination is to determine, if in the opinion of the physician, the applicant is medically fit to be an active firefighter. A **Volunteer Firefighter Essential Job Tasks** is included in this package; please ensure that it is forwarded to the physician at the time of your medical examination. A **Medical Examination Report** form is included in this package.

Selected applicants who provide a satisfactory Medical Examination Report will have the opportunity to advance to Stage 4 of the selection process.

***Stage 4: Job Specific Physical Appraisal (same time as stage 3, Station 1 @ 1900 hours)***

Selected applicants will have the opportunity to complete the job specific physical appraisal component. The tasks are designed to reflect job related tasks required in the performance of firefighting duties. The purpose of this analysis is two-fold, primarily to provide you with a realistic idea of incident tasks you will be expected to perform and to provide the fire department with a base of skills pertinent to each candidate to plan future training evolutions as required.

Applicants will be required to submit a completed Consent Waiver and Release Form for participation in the job specific physical appraisal.

Sample tasks include:

- Climbing an extension ladder
- Uncouple & couple a hose connection
- Search an area to retrieve an object with a S.C.B.A. and a darkened face mask
- Lift and carry a hose roll
- Hoist & lower equipment
- Advance a hose line

A review of results of the job specific physical appraisal will be conducted and selected applicants will have the opportunity to advance to Stage 5 of the selection process.

***Stage 5: Interview (+ 1 week at Station 1 , prescheduled times)***

Interviews for the position of volunteer firefighter shall be conducted by a selection committee which will include the Fire Chief, Manager of Human Resources and any others the Fire Chief requires to attend in order to perform a fair evaluation.

**SELECTION & ACCEPTANCE (Recruitment program starts + 1 week)**

The selection of applicants is based on qualifications, and the ability to do the job as determined by the results of the recruitment process. The successful applicants will be contacted with an offer to undertake a training program in preparation for commencing actions as a volunteer firefighter with the municipality. Upon verbal acceptance, written confirmation will be forwarded providing a start date. The applicant will be required to sign and return the confirmation letter before undertaking the training program.

Successful applicants will be required to attend and successfully complete a recruit-training program. The duration of the program will be approximately 100 hours.

***The dead line for Spring 2011 recruit applications is Monday June 6 2011 at 1630 hours.***

Applications may be dropped off at Station #1 or the Town of The Blue Mountains Municipal Office.

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***We want to acknowledge the effort every applicant puts into the pursuit of being a firefighter and the desire each possesses to assist in the protection of the Community.***

**Thank You For Considering Joining  
The Town of The Blue Mountains Fire Department**

**Contact Information:**

Fire Chief  
Ron Doherty  
496916 Grey Road 2  
Thornbury, On  
N0H 2P0  
P 519-599-5411  
F 519-599-2556

Deputy Chief  
A. J. Lake  
496916 Grey Road 2  
Thornbury, On  
N0H 2P0  
P 519-599-5411  
F 519-599-2556

Town of The Blue Mountains Website - [www.thebluemountains.ca/fire-services.cfm](http://www.thebluemountains.ca/fire-services.cfm).



Town of The Blue Mountains Fire Department  
P.O. Box 548, 496916 Grey Rd 2  
Thornbury, ON N0H 2P0  
Telephone 519-599-5411

## MEDICAL EXAMINATION REPORT

### Applicant Information

Name: (Last) \_\_\_\_\_ (First) \_\_\_\_ (Initials)

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

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

### Physician Information

Name :(Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Initials)

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

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

Business Telephone # \_\_\_\_\_

### To be completed by Physician

- Is the applicant prescribed any medications that may affect his/her performance of duties as a Firefighter?

Yes  No

- Is the applicant medically fit to perform the duties of a Firefighter? Yes  No

The applicant has been provided with a Volunteer Firefighter Job Specification for the assistance of the physician.

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

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



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Telephone 519-599-5411

**Volunteer Firefighter  
Medical Examination Report  
Essential Job Tasks**

In accordance with NFPA 1582 (Medical Program for Fire Departments) the following 13 essential job tasks will be required to meet the level of service provided to the local community by The Blue Mountains Fire Department. The job tasks are requirements of the Ontario Fire Services Standards for Firefighter. These job tasks shall be provided to the Physician at the time of the medical examination.

Performing fire-fighting tasks (e.g., 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

Wearing an SCBA, which includes a demand valve–type positive-pressure facepiece or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads

Exposure to toxic fumes, irritants, particulates, biological (infectious) and nonbiological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA

Depending on the local jurisdiction, climbing six or more flights of stairs while wearing fire protective ensemble weighing at least 50 lb (22.6 kg) or more and carrying equipment/tools weighing an additional 20 to 40 lb (9 to 18 kg)

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)

Searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lb (90 kg) to safety despite hazardous conditions and low visibility

Advancing water-filled hoselines up to 2<sup>1</sup>/<sub>2</sub> in. (65 mm) in diameter from fire apparatus to occupancy [approximately 150 ft (50 m)], which can involve negotiating multiple flights of stairs, ladders, and other obstacles

Climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards

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

Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens

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

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 protection systems (sprinklers)

Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members



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Telephone 519-599-5411

## APPLICATION FOR THE POSITION OF VOLUNTEER FIREFIGHTER

This form must be filled in completely, may also submit a resume.

DATE: \_\_\_\_\_

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Initials) \_\_\_\_\_

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

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

Home Telephone # \_\_\_\_\_ Business Telephone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

### **Employment Requirements**

Criminal Record Check: Attached  Received

Driving Record Check: Attached  Received

**Education** Attach additional pages of Education & Training as needed

High School / Vocational School / College / University

Name of Institution	Year Completed	Level Completed	Major/Specialization

Courses / Certificates / Specialized Skills / Trades

Description	Date

**Employment Experience**

Present Employer: Name: \_\_\_\_\_  
Address \_\_\_\_\_  
Date Employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Outline your duties/responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

May we contact the supervisor indicated above: Yes  No

Previous Employer: Name \_\_\_\_\_  
Address: \_\_\_\_\_  
Date Employed: from: \_\_\_\_\_ to: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Outline your duties/responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

May we contact the supervisor indicated above: Yes  No

**Other Related Experience:**

- Do you have previous firefighting experience?  
Yes  # of Yrs. \_\_\_\_\_ Position \_\_\_\_\_ No   
If yes, explain \_\_\_\_\_

- 
- Do you have military or police service?  
 Yes  # of Yrs. \_\_\_\_\_ Position \_\_\_\_\_ No   
 If yes, explain \_\_\_\_\_
- 

- Do you have previous volunteer experience?  
 Yes  # of Yrs. \_\_\_\_\_ Position \_\_\_\_\_ No   
 If yes, explain \_\_\_\_\_
- 

**Related Skills**

Please complete this section even if a resume is attached. Please check the level of skill appropriate.

1. Some familiarity and competence.
2. Advanced amateur or post-secondary courses.
3. Certificates or professional experience.

	<u>Skill</u>	<u>Level</u>		
		1.	2.	3.
<input type="checkbox"/>	Automotive Mechanic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lineman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Electrical Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Electronic Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radio Communications Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Rescue Procedures – Canadian Red Cross OR St. John’s Ambulance, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Firefighting Practices and Terminology - Ontario Fire College OR - Community College, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Pumps, Valves, Sprinkler Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Building Trades or Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Read Blueprints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Athletic or Sports Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Scuba Diving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ice Water/Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Confined Space Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	High Angle Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Urban Search and Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Hazardous Materials Response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	WHMIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Occupational Health and Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Coaching/Teaching/Facilitation Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	First Aid Course <input type="checkbox"/> Hold current certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>			
<input type="checkbox"/>	Driver’s Licence <input type="checkbox"/> Identify Class: _____			
<input type="checkbox"/>	Have you had any experience or training in driving heavy vehicles? Yes <input type="checkbox"/> No <input type="checkbox"/>			
<input type="checkbox"/>	Have you any other special driving skills or training (e.g. accident avoidance, skid control, etc.)? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Explain: \_\_\_\_\_

Do you have permission from your employer to leave your place of work immediately when the fire alarm sounds? Yes  No

Please complete and submit the attached Memorandum of Understanding

Do you have a reliable means of transportation to respond to fire alarms?

Yes  No

List two professional (employer) references other than relatives and phone numbers:

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List one character reference:

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Please provide any additional information or skills you feel may be pertinent to this position:

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### **Conditions of Employment**

It is understood and agreed that any misrepresentation made by me in connection with this application will be sufficient cause for cancellation of the application and, if I have been employed, for separation from the Town of the Blue Mountains. I authorize the Human Resources Division to make such enquiries respecting the foregoing information as may be deemed necessary.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_



Town of The Blue Mountains Fire Department  
P.O. Box 548, 496916 Grey Rd 2  
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**CONSENT WAIVER AND RELEASE FORM**

**Physical and Agility Testing**

**TO: THE CORPORATION and the FIRE DEPARTMENT.**

**WHEREAS** the Corporation and the Fire Department require that applicants for the position of Volunteer Firefighter be examined.

**AND WHEREAS** I, \_\_\_\_\_ have submitted to the Corporation and the Fire Department, my signed application for the position of Volunteer Firefighter, and have been informed that I am required to be examined for this position, and required to participate in a series of tests to demonstrate my strength, endurance and physical agility.

**AND WHEREAS**, the procedures to be followed during the said examination and said series of tests to demonstrate my strength, endurance and physical agility and have been fully explained to me;

**NOW THEREFORE**, I, for myself, my heirs, executors, administrators or assigns, hereby consent to and agree to be examined for the position of Volunteer Firefighter, and consent to and agree to participate in a series of tests to demonstrate my strength, endurance and physical agility and I for myself, my heirs, executors, administrators or assigns, hereby waive any and all claims against the Corporation and the Fire Department that I, my heirs, executors, administrators or assigns, or any of them now or hereafter can, shall, or may have, for, on account of, or because of any injury or damage that I may sustain because of, in connection with, or on account of said examination and said series of tests to demonstrate my strength, endurance and physical agility, and I, for myself, my heirs, executors, administrators or assigns, do hereby remise, release and forever discharge the Corporation and the Fire Department from any and all liability claims for damages, actions, suits and demands whatsoever, which I, my heirs, executors, administrators or assigns or any of them now or hereafter and without restricting the generality of the foregoing, for or by reason of any cause, matter or thing arising out of or resulting from my participation in said examination and said series of tests to demonstrate my strength, endurance and physical agility.

**IN WITNESS WHEREOF** I have hereunto set my hand and seal this \_\_\_ day of \_\_\_\_\_, 200\_\_.

**SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF**

Applicant Name (Please Print or Type) \_\_\_\_\_  
Applicant Signature \_\_\_\_\_  
Witness Name (Please Print or Type) \_\_\_\_\_  
Witness Signature \_\_\_\_\_



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### **Memorandum of Understanding and Agreement**

The Town of the Blue Mountains Fire Department, \_\_\_\_\_  
(employer), and \_\_\_\_\_ (volunteer firefighter), agree to the  
following expectations and conditions for Employer Supported Volunteerism.

#### **Time Commitment**

The Employer agrees to discharge \_\_\_\_\_ (volunteer firefighter) from  
employment duties to respond to emergency calls received by Town of The Blue Mountains Fire  
Department. This may also include training and other activities relating to fire department activities,  
from time to time.

#### **Documentation of Volunteer Time:**

The Fire Chief will provide written documentation to verify an absence for fire service duties. It will be  
the responsibility of the Employee Volunteer to provide any requested supporting documentation to  
substantiate any claim.

Modifications to this agreement will be made by mutual agreement in writing.

Either party, upon giving 14 days written notice to the other parties, may terminate this agreement.

By signing this community partnership agreement, all parties agree to be active community partners and  
abide by its terms.

_____ <b>Fire Chief (print name)</b>	_____ <b>Employee Volunteer (print name)</b>	_____ <b>Employer (print name)</b>
_____ <b>Fire Chief (print name)</b>	_____ <b>Employee Volunteer (print name)</b>	_____ <b>Employer (print name)</b>
_____ <b>Date</b>	_____ <b>Date</b>	_____ <b>Date</b>