



O.G. #5.01.10 Attachment A  
Application - page 1

**Personal Information**

Confidential When Completed

FULL NAME: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ POSTALCODE: \_\_\_\_\_  
 PHONE: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_  
 EMAIL: Home: \_\_\_\_\_ Work: \_\_\_\_\_  
 EMERGENCY CONTACT: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

ARE YOU LEGALLY ELIGIBLE TO WORK IN CANADA? Yes  | No  \_\_\_\_\_

ARE YOU ABLE TO UNDERSTAND ORAL AND WRITTEN ENGLISH? Yes  | No  \_\_\_\_\_

Other Languages? (Describe): \_\_\_\_\_

DO YOU POSSESS A VALID BC DRIVER'S LICENSE: Yes  | No  License Class: \_\_\_\_\_

Air Brake Endorsement? Yes  | No  Restrictions (Describe, if any): \_\_\_\_\_

DO YOU HAVE A CRIMINAL RECORD? \_\_\_\_\_ IF YES, Describe: \_\_\_\_\_

DO YOU HAVE ANY PHYSICAL and/or MENTAL CONDITIONS OR DISABILITIES / SPECIAL NEEDS / ALLERGIES / MEDICAL CONDITIONS (describe, if any): \_\_\_\_\_

DESCRIBE YOUR FITNESS LEVEL: \_\_\_\_\_

AVAILABILITY - Are You Regularly Available On Monday Nights? \_\_\_\_\_

Are You Available Weekdays, Weekends, Weeknights, Other? (Describe) \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ Occupation: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Hours of Work: \_\_\_\_\_

PREVIOUS EMPLOYMENT EXPERIENCE: (Describe) \_\_\_\_\_



*Application continued - page 2*

CURRENT VOLUNTEER ORGANIZATION(S)? (Describe) \_\_\_\_\_

PREVIOUS VOLUNTEER ORGANIZATION(S)? (Describe) \_\_\_\_\_

PREVIOUS MILITARY OR POLICE EXPERIENCE? (Describe) \_\_\_\_\_

EDUCATION: Grade 12 or equivalent? Yes  | No  \_\_\_\_\_  
(List levels completed) \_\_\_\_\_

FIREFIGHTING EXPERIENCE: Yes  | No  (Describe, if any. Where, number of years, etc.) \_\_\_\_\_

FIRST AID AND/OR RESCUE TRAINING: (Describe, if any) \_\_\_\_\_

OTHER EXPERIENCES THAT MAY APPLY TO THIS POSITION: (Describe) \_\_\_\_\_

**How did you hear about the PVFD and the opportunity to become a firefighter? (Check all that apply)**

- Newspaper Ad |  Newspaper Insert |  Online Ad |  Direct Mail |  PVFD Website
- City of Parksville Website |  Other Website(s): (If so, which one? \_\_\_\_\_)
- Fire Dept. Member (If so, who? \_\_\_\_\_) |  Poster (If so, where? \_\_\_\_\_)
- Other: (Please list: \_\_\_\_\_)

**Parental/Legal Guardian Consent for Junior Membership Applications**

Complete this section only if the applicant is between 16 and 18 years of age. *This section is not required for an applicant that is 19 years of age or older.*

I, \_\_\_\_\_, give consent for my son/daughter, should they be selected, to participate as a Junior Member with the Parksville Volunteer Fire Department.

Signature (Parent/Legal Guardian): \_\_\_\_\_ Date: \_\_\_\_\_

**Declaration of Applicant**

I, the undersigned, hereby formally apply to enroll as a paid-call member of the PARKSVILLE VOLUNTEER Fire Department and do certify that all information submitted in this application is truthful and correct. I understand that I will be required to have a medical examination, a physical evaluation, a criminal record check and to submit a copy of my driver's abstract as part of the process of confirmation as a suitable firefighter candidate.

SIGNATURE of Applicant: \_\_\_\_\_ DATE: \_\_\_\_\_

**Please submit the following items in addition to the two page application portion of the application package:**

**Criminal Record Check** – Available through the local RCMP detachment. Please be sure to complete all sections.

**Driver's Abstract** (Driving Record) – Available from any provincial motor vehicle branch.

For more information, visit [www.pvfd.ca](http://www.pvfd.ca).

**Office Use Only**

Date Received:

Notes:

Received by:

Junior member application:  Yes  No



Parksville Volunteer Fire Department

160 W. Jensen Avenue, P.O. Box 1390, Parksville, B.C. V9P2H3 - Phone:

(250) 248-3242 Fax: (250) 248-3925

Visit us on the WEB @ [WWW.PVFD.CA](http://WWW.PVFD.CA)

*O.G. #5.01.10 Attachment B*

RE: VOLUNTEERING AS A FIREFIGHTER

DEAR FELLOW CITIZEN

As Fire Chief of the Parksville Volunteer Fire Department, I am committed to providing fire and rescue services for our area. You will find that participation as an on-call member of our service -- what the public may think of as a "volunteer" -- will bring personal rewards and satisfaction, raise self-esteem and give you a tremendous sense of accomplishment for a job well done. It will also provide Parksville and the RDN contract portions of the fire protection area with a valuable service that has the potential to touch us all.

Service as an on-call volunteer member of our Department requires a serious commitment. Your decision to join us should not be made quickly -- careful consideration should be made of the many factors associated with becoming a member of the Fire & Rescue Service. This information package has been developed to provide you with an overview to help you understand the level of commitment required and to assist you in making your decision.

Once you understand what is involved in being an on-call volunteer member of our Department, you may find that you are able to make the commitment we need. The service provided by our Fire Department is truly valuable to the citizens of Parksville, and I hope you are able to contribute to our public safety.

Sincerely,

**Marc Norris**  
Fire Chief,  
Parksville Volunteer Fire Department

**Working Smoke Detectors Save Lives,  
Fire Safety Starts with You!**

Parkville Volunteer Fire Department



**On-call Volunteer MEMBER**

***JOB DESCRIPTION***

O.G.# 5.01.10 Attachment C

**GENERAL DUTIES AND REQUIREMENTS - FIREFIGHTER (on-call volunteer)**

1. On-call volunteer firefighters report to the Fire Chief and his designates.

**Nature and Scope of Work**

2. Firefighters are responsible for the combating, extinguishing and preventing of fires and saving of life and property within the Parkville Fire Protection area to department standards. Members participate in training as required by the Department training program and assist with Fire Prevention programs including public education, fire and life safety inspections and fire cause determination as assigned.

**Illustrative Examples of Duties**

3. Without restricting the general nature and scope of the work, the following are illustrative examples of work that may be expected of the classification:
  - a) Is prompt at all meetings and practices.
  - b) Familiarizes himself/herself with and abides by fire department procedures, rules and regulations.
  - c) Familiarizes himself/herself with the handling, care and maintenance of all department equipment.
  - d) Attends promptly when the alarm is sounded.
  - e) Lays and connects hose, directs water streams, raises and climbs ladders, uses portable extinguishers, self-contained breathing apparatus, and all other firefighting, rescue, and safety tools and equipment;
  - f) Searches for and rescues persons from danger and administers first aid to the injured;
  - g) Ventilates premises to release heat and smoke; places salvage covers to prevent water damage;
  - h) As assigned, drives and operates motor driven firefighting equipment;
  - i) As assigned, receives and records telephone and other types of emergency alarms and dispatches apparatus, equipment and manpower.
  - j) Remains at the scene of an emergency or call-out unless given permission to leave by the officer in charge.
  - k) Returns to the hall after calls and practices to assist in cleaning of equipment and making the apparatus and equipment ready for the next alarm; reports the loss or damage of apparatus or equipment.
  - l) Cleans and maintains his/her own equipment and ensures it is ready for use.
  - m) Ensures that his/her name has been recorded on the attendance sheet for alarms and practices.
  - n) Serves on any committee to which he/she may be elected or appointed.
  - o) Makes recommendations to his/her Fire Chief for the good of the department.
  - p) Partakes of training as directed by the Training Officer or Fire Chief.
  - q) Performs related duties as required.

### **Preferred Training and Experience**

4. The following are preferred training and experience for this position:
    - a) Considerable mechanical aptitude.
    - b) Agility and strength to do prolonged and arduous work under adverse conditions.
    - c) Ability to react quickly and remain calm under duress.
    - d) Successful completion of Department Recruit Training Program.
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O.G. #5.01.10 Attachment D

### **THE NATURE OF OUR BUSINESS**

The fire and rescue service is one of the most diverse and challenging professions known today. It is this diversity that inspires men and women to enter the service -- as volunteers, paid-call firefighters or career employees. Imagine having to train to prepare yourself to cope with situations that range from structure fires to motor vehicle accident to hazardous chemical spills to heart attacks and almost any other possible emergency situation in between. This diversity is coupled with the fact that these 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. These factors contribute to our profession being personally very rewarding.

Our primary goal is to protect the public. This is accomplished in two ways:

1. The first is to prevent fire and other emergencies from occurring. This is done through fire prevention, inspections, fire safety education and code enforcement programs.
2. Secondly, we are here to prepare ourselves to control fire emergencies and other emergencies. This is done through education, training, pre-incident planning, more training, state-of-the-art equipment and more training. We are a paramilitary profession working in a "hurry up and wait" environment.

This business is not for everyone. You need more than just a desire to help people. You also need courage and dedication, assertiveness and a willingness to learn new skills and face new challenges. The fire and rescue service is not for the meek or timid or for those who lose control of their emotions during times of crisis. Our service is one that calls on its members to perform hot, sweaty, dirty, strenuous work, often in uncertain and hazardous environments.

The personal rewards and satisfaction received from the fire and rescue service are often beyond description. There is a sense of accomplishment after controlling a building fire, joy and elation when a child is rescued, compassion for accident victims and fulfillment in teaching fire safety. The list goes on and on.

The bottom line in our business is measured by the loss of life, pain and suffering, and property damage we have prevented and reduced. We exist and are prepared for one reason only - **to provide service to the community.**

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



O.G. #5.01.10 Attachment E

## **PARKSVILLE VOLUNTEER FIRE DEPARTMENT PROFILE**

The Parksville Volunteer Fire Department is a combination career/on-call volunteer service consisting of 3 career and 40 on-call volunteer members. Fire, rescue, backup emergency medical services, along with all other services, are provided to the citizens of the Parksville from the fire hall located at 160 W. Jensen Ave.

### **Mission Statement:**

*The Parksville Volunteer Fire Department strives to protect and support the community by providing outstanding service in the areas of fire suppression, emergency response, member training, fire prevention, public education and charitable community service. (2014)*

### **Organization:**

The Fire Department operates under the direction of the Fire Chief who is responsible to the Mayor and Council through the Chief Administrative Officer of the City of Parksville.

In order to deliver the services needed to accomplish the above stated mission, the Department is organized into three major divisions:

- Operations - responsible for the delivery of emergency services for fire and rescue, as well as backup emergency medical services.
- Fire Prevention - responsible for inspections, plan reviews, permits, investigation and public education.
- Training - responsible for achieving and maintaining the skills and expertise to accomplish the Department's stated mission.

### **Operations:**

The Parksville Volunteer Fire Department responds to approximately 500 call for service per year, ranging from structure fires to grass fires, from rescues and auto extrication to backup for the emergency health services. The Department also responds to complaints, ranging from burning complaints to reports of hazardous situations, along with a myriad of other public service requests.

### **On-call Volunteer Firefighters:**

On-call volunteer firefighters are the backbone of fire and rescue operations through direct participation in all aspects of service delivery and training, including incident response and the operation of all apparatus and equipment. Men and women between the ages of 16 and 60 who are in good physical condition and have the desire to participate in emergency fire and rescue activities are eligible to apply for openings in the Hall.

## **Training - General**

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 manmade and natural disasters, but for seemingly smaller problems as well.

In order to ensure that all members of the 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 first aid service to the citizens of Parksville.

## **Training Requirements - Recruits and Probationary Firefighters:**

All volunteers entering the Department, regardless of prior training or experience, must complete a Recruit Training program lead by department Company Officers. The recruit training program is typically about one year in duration, although this may be abbreviated in cases where prior experience can be demonstrated. Recruit firefighters are also started in the Provincial Firefighter Certification Program.

During the recruit training program, recruits are expected to maintain attendance as close to 100% as possible. In addition to weekly practices (Monday nights; Tuesdays where Monday is a statutory holiday) recruits will be schedule to attend weekend training session approximately once per month over the duration of the recruit training program.

## **Regular Firefighters:**

Members are expected to attend a minimum of 70% of the weekly practices (Monday nights) each year. During weekly practices, all aspects of fire and rescue evolutions are reviewed through lessons delivered by fire department trainers.

Extra training sessions are provided and include live fire training, advance hazardous material and rescue training, along with many other subjects. Individuals who have the desire to increase their skills are provided with the opportunity for advanced training in subjects such as hazardous materials, auto extrication, confined space rescue, fire service instruction, public education, and more.

All on-call volunteer members of the Department participate in the Provincial Certification program, as started during recruit training, culminating in certification to the NFPA 1001, FFII "Standard for Firefighter Professional Qualifications."