

Sainte-Anne FIRE DEPARTMENT Recruitment Package



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Sainte-Anne Fire Department
736 Traverse Road Sainte-Anne, Manitoba

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Mission Statement

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

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

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

Ste. Anne Fire Services

The Ste. Anne Fire Department provides protection to the Town of Ste. Anne and surrounding RM of Ste. Anne. Through fire protection agreements with neighboring municipalities the coverage area includes parts of the R.M Tache, RM La Broquerie well as the town of Richer MB. Some of the services provided by the department include;

- Fire suppression;
- Motor vehicle incidence
- Vehicle extrication
- Hazardous Materials response
- Carbon monoxide response
- Various weather-related emergencies

Ste. Anne Fire Operations

The Ste. Anne Fire Department is a paid-on-call department. This means you receive payment only when attending regular scheduled practices, authorized training & station duties and responding to emergency calls ([Appendix 'A'](#)).

Recruitment

Requirements to be considered for employment by the Ste. Anne Fire Department are;

- Must be a minimum of 18 years of age;
- Must have completed Grade 12 or equivalent;
- Must possess the mental and physical health to adequately perform the duties of a firefighter;
- Must have a valid Manitoba class 5F driver's license. Must be capable of obtaining a Class 4F license with air brake endorsement;
- Must be able to obtain First Aid Certification (training provided);
- Must submit the following;
 - Criminal record check
 - Manitoba driver's license abstract



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- Proximity of the applicant's home and workplace to the fire station will be considered in the selection of a candidate.

The Ste. Anne Fire Department provides training for new recruits through their training division.

Applications may be submitted as follows;

- **In person:** At Ste. Anne Town office, 14 Centrale Ave. Sainte-Anne, Manitoba R5H 1B8 between 8:00 am and 4:30 pm
- **Email:** firechief@steanne.ca

Background Check

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

Hiring Process

- After the application deadline (**Appendix B**) has passed the hiring committee will review the applications and contact those who have been selected to advance to the interview stage.
- At the interview the candidate must produce their Class 5F driver's license, drivers' abstract.
- At the interview the candidate will be briefed as to the amount of training and the time commitment that is expected to successfully complete the NFPA 1001 Firefighter Level 1 program.
- The Fire Chief will inform the candidate of the interview whether they were successful at earliest opportunity. At this time the candidate will be asked to forward a Criminal Records Check.

Advancement/Training requirements

- Once background checks are completed and all requirements are met the candidate will be asked to attend an orientation class/first practice which will include;
 - A review of Ste. Anne Fire Department policies;
 - A tour of the fire department facilities;
 - Filling out necessary paperwork;
 - Overview of training schedule;
 - Distribution of textbooks and training material (if available) or as required.
- Successful candidates will then become a "Firefighter Recruit" and will respond to calls. At calls the firefighter recruit will be given basic firefighter duties to perform from the command officer(s) on scene (ie traffic control, fire scene set up/take down, assist regular firefighters with their air tanks exchange ect....) You will never be asked to perform a duty you are not trained and or certified for.
- At the earliest opportunity recruits will then begin a 12-18 month training period where they will complete the NFPA 1001-Firefighter I program (including NFPA 472-HazMat Operations). Usually starting in September.
- Throughout the Firefighter Level I training, the recruit will be evaluated on their performance. The department will provide a First Aid course for all recruits at the department's expense.
- Within the first 2 years the recruits will also receive Vehicle Extrication Training.



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Paid On-Call Application

APPLICANT INFORMATION:

Last Name: _____ First Name: _____ Middle Initials: _____

Mailing Address: _____
Address City Province Postal Code

Physical Address (If different than Mailing): _____

Home Number: _____ Mobile Phone Number: _____

Social Insurance Number: _____ Date of Birth: _____ Age: _____

Gender: _____ Canadian Citizen: Yes No Occupation: _____

Valid Driver's License: Yes No License Number: _____ (Copy of License Required)

License Expiration: _____ Restrictions: _____

MEDICAL INFORMATION:

Do you have any known allergies? If so, please describe:

Emergency Contacts:

1st Contact: _____ 2nd Contact: _____

Phone Number: _____ Phone Number: _____

PREVIOUS EXPERIENCE:

Are you or have you been a member of a Fire Department? Yes, I'm a current member Yes, I was No

If yes, which department and date of service: _____

Certification	Date of Certification	Current Level of Certification	Expiration Date
CPR			
Emergency Responder			
Advanced First Aid			
Other:			



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AVAILABILITY:

Please check all applicable: Day (8 a.m. to 6 p.m.) Evening (6 p.m. to 8 a.m.) Other: _____

Are you prepared to take additional courses/certifications required? Yes No

X

Applicant's Signature

OFFICE USE ONLY:

Date Received: _____ Received by: _____

Approved: Yes No If yes, start date: _____



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Appendix "A"

Pay:

Firefighter Call Rate (Certified):	\$25.24 per/hr.
Firefighter Recruit (Until Level 1 certification is achieved):	\$15.97 per/hr.
Firefighter Practice Rate:	\$15.97 per/hr.

On-Call

The Ste. Anne Fire Department is a 24/7 365 days on call department, there is no set schedule or mandatory times to be on call, if at the time of call you are within a reasonable location to respond to a emergency call in a safe manor we expect all those members to attend. Should you be away for longer than a 24-hour period you will be required to tag out on our schedule board. There is no financial compensation for being on call.

Training

The Ste. Anne Fire Department does most of its training in house. We hold practice every second Monday of each month (19:30-21:30) and is mandatory for all members to attend unless a reasonable explanation to why you cannot attend regular practice. If you are asked to attend a course out of town, the town of Ste. Anne will cover your accommodations, financially compensate you and cover expenses as per the town's expense policy. Level 1 certification will be obtained by attending weekly training sessions until complete.



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Appendix “B”

Hiring Schedule

Hiring period begins

Public information night at the fire station

Deadline for accepting applications

Deadline for notification of candidate interviews (if you have not been contacted by this date you have not been selected for an interview)

Interviews take place

Deadline for notification of interview results (you will be notified regardless of the result)

Orientation Class/First Fire Practice
(Deadline to submit a Criminal Record)