

TOWN OF TRENTON VOLUNTEER FIRE DEPARTMENT



VOLUNTEER FIREFIGHTER APPLICATION PACKAGE

www.trenton.ca
www.facebook.com/TrentonFD19

firechief@trenton.ca

TRENTON VOLUNTEER FIRE DEPARTMENT

APPLICATION REVIEW - PLEASE READ CAREFULLY

To ensure your application is reviewed, please provide all of the following documentation:

- Completed Application Form
- Copy of **BOTH SIDES** of Driver's License
- Copy of First Aid Certificate (if applicable)
- Copy of Fire Service Certificates (if applicable)

The following documents will be required upon selection to the Department following the interview process:

- Driver's Abstract (Access Nova Scotia)
- Criminal Record Check
- Medical Form (attached) Completed by Physician or other Certified Medical Professional (i.e. Nurse Practitioner)

If costs are incurred during this process, please obtain a receipt and present it to the Department Secretary: Wayne Allain. Costs will be reimbursed to the applicant upon the beginning of the probationary period.

ELIGIBILITY FOR MEMBERSHIP

APPLICANTS MUST:

- Any member of the Trenton Volunteer Fire Department (TVFD) must only be a member of the TVFD. This excludes any Industrial Fire Department, or an employee means of their employment.
- Be nineteen (19) years of age at the date of application and physically fit
- Be eligible to be covered under the Nova Scotia Workers Compensation Act
- Have a valid Nova Scotia Driver License Class 5 with the commitment to add air brake endorsement
- Have the enclosed medical form completed by a physician
- Understand and abide by the TVFD Code of Conduct (provided)
- Be willing to conform to and abide by the By-laws of the TVFD as well as the Policies of the TVFD at all times during tenure
- Be community minded and willing to donate portions of their time without remuneration
- Reside within 15 minutes of the TVFD station
- Once application has been made and interview completed, the applicant's name will be read at the next monthly meeting of the Trenton Volunteer Fire Department and if approved by membership will begin a twelve (12) month probationary period.
- All members shall be required to pass a medical examination before joining and every five (5) years until the age of 60 when a physical examination will be required annually. A copy of each medical report must be filed with the Town Office.
- As part of the Trenton Volunteer Fire Department, the work of a member includes but is not limited to: answering alarms, structural firefighting, vehicle extrication, ice/water rescue, grass/brush fires as well as community involvement events such as parades and public education. There are also TVFD related functions such as fundraising, committees and various administrative and social functions Members are required to be conscious of their duties at all times.

DUTIES & RESPONSIBILITIES OF A VOLUNTEER FIREFIGHTER IN TRENTON

A COMMITMENT TO:

- Covering two pre-scheduled "On-Duty" summer weekends
- Maintaining call & training attendance requirements as laid out in the Bylaws of the TVFD
- Obtaining the NFPA Level 1 Training, as per policy
- Following all Bylaws of TVFD / Policies & Guidelines of the TVFD

TVFD WORK MAY INCLUDE ONE OR MORE OF THE FOLLOWING TASKS:

- Respond to fire, rescue, hazardous material emergencies and others as assigned
- Extinguishing fires while wearing full protective equipment
- Performing various types of rescues
- Handling hoses and directing fire streams
- Carrying, putting up and climbing ladders
- Performing salvage work
- Performing various ventilation techniques
- Working with other Volunteer Members and Staff in a professional manner
- Assists with fire service prevention programs
- Operating rescue equipment
- Provide First Aid to injured persons
- Assists in cleaning and preparing firefighting equipment to in-service status

TRAINING INCLUDES:

- Trenton Fire Department "In-house" Weekly Training
- Training provided by Pictou County Firefighters Association
- Training provided by Nova Scotia Firefighter School

TVFD FUNCTIONS:

- Attend regular meetings of the TVFD shall be held on the 1st Thursday of each month at 7:30pm.
- Committee Work
- Help with Hall Maintenance and Clean-Up (as per a pre-determined schedule)
- Fundraising
- Participation at Annual Open House (held during Fire Prevention Week in October)
- Actively participate as required in the "Walk In Our Boots" Recruitment Plan
- Attend Parades, Public Functions
- Cover Canteen Shifts (as per pre-determined schedule - one evening every 4-5 weeks)
- Attend Annual Awards Banquet (held on first Saturday, each June)
- Sporting Events (as desired)
- Social Functions (as desired)

CODE OF CONDUCT - TRENTON VOLUNTEER FIRE DEPARTMENT

I, _____ agree to:

1. Be familiar with and obedient to the Values, General Operating Guidelines, Policies and Procedures of the Trenton Volunteer Fire Department.
2. Support and demonstrate the following values:
 - a. Trust - as the foundation for growth and development
 - b. Dedication - as our motivation to excel
 - c. Integrity - as the standard of reliability to our communities
 - d. Caring - as a basis of what we do
 - e. Diversity - as strength of our service and community
3. Support and demonstrate the following guiding principles:
 - a. Honesty - through our words and actions
 - b. Accountability - accepting individual and collective responsibility
 - c. Competency - ability and energy to achieve tasks in an efficient manner
 - d. Dependability - the ability to rely on each other
 - e. Fairness - maintaining open and impartial attitudes
 - f. Acceptance - value diversity by drawing on each other
 - g. Communication - speak openly, listen carefully, explain fully and strive to understand
4. Maintain the confidential nature of the work.
5. Follow the direction of the Trenton Volunteer Fire Department By-laws, ArticleXV: Members Conduct - Section 1, regarding discipline and misconduct offenses:

Any member that causes shame or disgrace to the Town or the Trenton Fire Department shall be dismissed immediately. There are five (5) levels of Misconduct that can be reached:

- (A) Any member that is guilty of Misconduct for the first time (offense) shall be verbally warned. This warning will be recorded in their file.
- (B) Any member that is guilty of Misconduct for the second time (offense) shall receive a written warning. This warning will be recorded in their file.

CODE OF CONDUCT - TRENTON VOLUNTEER FIRE DEPARTMENT
(continued from previous page)

- (C) Any member that is guilty of Misconduct for the third time (offense) shall receive a written warning and a one (1) week suspension from the Trenton Fire Department. This warning will be recorded in their file.

- (D) Any member that is guilty of Misconduct for the fourth time (offense) shall receive a written notice of suspension for a period of one (1) month. This warning will be recorded in their file.

- (E) Any member that is guilty of Misconduct for the fifth time (offense) shall be permanently dismissed from the Trenton Fire Department.

*Offenses A, B, C & D shall be removed from a member's file after a period of two (2) years good standing from the said offense.

**Any member has the right to have one (1) other member present when receiving any disciplinary action (offenses A, B, C & D).

APPLICANT NAME				
(Print)	(Signature)	DAY	MONTH	YEAR

MEMBERSHIP COMMITTEE				
(Print)	(Signature)	DAY	MONTH	YEAR

MEMBERSHIP COMMITTEE				
(Print)	(Signature)	DAY	MONTH	YEAR

MEMBERSHIP COMMITTEE				
(Print)	(Signature)	DAY	MONTH	YEAR

APPLICATION FOR MEMBERSHIP

To the Officers and Members of the Trenton Volunteer Fire Department:

I, _____ hereby make application for membership to the Trenton Volunteer Fire Department. If elected I will conform to all rules and regulations of the Trenton Volunteer Fire Department, which now of hereafter may be enacted.

FULL NAME	
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DATE OF BIRTH			
	DAY	MONTH	YEAR

ADDRESS & CONTACT INFORMATION

ADDRESS	TOWN	POSTAL CODE	CONTACT NUMBER(S)
			HOME:
			WORK:
			CELL:

EMAIL ADDRESS	
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If not at the above address for the past three (3) years, please complete the following section.

ADDRESS	TOWN	POSTAL CODE	DATES

EDUCATION

HIGHEST LEVEL COMPLETED	

CURRENT EMPLOYMENT

EMPLOYER	
POSITION	

ADDRESS	TOWN	POSTAL CODE	CONTACT NUMBER(S)

SUPERVISOR	
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PERMISSION TO CONTACT SUPERVISOR IF NOT LISTED AS REFERENCE:	YES	NO
ARE YOU ABLE TO RESPOND DURING THE WORK DAY?	YES	NO

PREVIOUS FIREFIGHTER EXPERIENCE

	YES	NO	
DEPARTMENT			
POSITION/RANK			
ADDRESS	TOWN	POSTAL CODE	YEARS SERVED:
			FROM:
			TO:
LAST SUPERVISOR			

MEDICAL ASSESSMENT FORM

Dear Doctor:

_____ has applied for membership in the Trenton Volunteer Fire Department.

This medical form references the National Fire Protection Association publication "NFPA 1582 Standard on Comprehensive Occupational Medical Program for Fire Departments, 2007 Edition for the baseline medical requirements for volunteer firefighters. Using the guidelines below, would you please assess the candidate and determine their fitness for firefighting.

Section 6.2.2 of the standard states: "Candidates with Category A medical conditions shall not be certified as meeting the medical requirements of this standard."

References from the standard dealing with specific areas of interest are included below for your reference.

1. Eyes and Vision:

- (a) Far visual acuity less than 20/40 binocular, corrected with contact lenses or spectacles, or far visual acuity less than 20/100 binocular for wearers of hard contacts or spectacles, uncorrected
- (b) Color perception, monochromatic vision resulting in inability to use imaging devices
- (c) Monocular vision
- (d) Any eye condition that results in the candidate not being able to safely perform one or more of the essential job tasks

In your opinion does the candidate have 20/30 corrected vision with color and peripheral vision acceptable for the position of volunteer firefighter?

YES	NO
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2. Ears and Hearing:

- (a) Chronic vertigo or impaired balance as demonstrated by the inability to tandem gait walk
- (b) On audiometric testing, average hearing loss in the unaided better ear greater than 40 decibels (dB) at 500 Hz, 1000 Hz, 2000 Hz, and 3000 Hz when the audiometric device is calibrated to ANSI Z24.5, Audiometric Device Testing
- (c) Any ear condition (or hearing impairment) that results in the candidate not being able to safely perform one or more of the essential job tasks

In your opinion does the patient have any ear condition (or hearing impairment) that results in the candidate not being able to perform the duties of a volunteer firefighter?

YES	NO
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3. Physical Fitness

(a) Firefighting involves periods of heavy physical exertion under the conditions of physical and emotional stress, sometimes for prolonged periods.

In your opinion does the candidate have any cardiovascular diseases or conditions that would limit him/her from performing the role of volunteer firefighter.

YES	NO
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(b) As a firefighter, the candidate will be required to wear protective clothing and a breathing apparatus weighing approximately 75 lbs and will be required to perform various physical tasks such as sitting, standing, walking, kneeling, crouching, stooping, squatting, twisting upper body, climbing, balancing, pushing, pulling and lifting.

In your opinion, does the candidate have any current medical conditions that will prohibit him/her from safely doing any of these activities. If yes, please indicate which activities in the comments section.

YES	NO
-----	----

I have examined the above named candidate and find him/her _____ **FIT** **UNFIT** _____

COMMENTS

PHYSICIAN INFORMATION	(Signature)			
		DAY	MONTH	YEAR

NAME, ADDRESS, POSTAL CODE, CONTACT NUMBERS (print or stamp)

DECLARATION:

I hereby apply for volunteer membership within the Trenton Volunteer Fire Department (hereinafter referred to as "the Department"). In submitting this application I understand and agree to the following:

- Members must have a permanent residence with a response time of 15 minutes to the TVFD station.
- Once approved for membership, the applicant will be required to begin a twelve (12) months probationary service with the TVFD.
- Members must maintain 50% of Fire Calls, Practices and Meetings per Department By-laws.
- Completion of Level 1 Fire Service Training is required within two (2) years of becoming a member with the Department.
- I understand that any equipment, uniforms, protective clothing, training materials, identification cards or badges, or any other item which may be provided by the department for my use, is the property of the department and must be promptly returned to the designated officer upon leave or departure from the organization, whether by resignation, expulsion or any other means.
- I acknowledge that department rules, guidelines, policies and procedures establish requirements for specific levels of attendance at department activities, levels of training or other conditions which are necessary for membership.
- I understand that participation in department activities may make me privy to information about citizens of the fire protection area, members of the department, department activities or other information of a personal or confidential nature and I will not reveal or discuss that information, except as required to carry out my duties as a firefighter.
- I certify that the information I have provided in this application is true and complete to the best of my knowledge. I understand that if any of this information is found to be untrue, this application may be rejected and if accepted as a volunteer fire fighter, false statements in this application shall be considered sufficient cause for dismissal.

APPLICANT NAME				
(Print)		(Signature)	DAY	MONTH

SECRETARY NAME				
(Print)		(Signature)	DAY	MONTH

PLEASE SUBMIT COMPLETED APPLICATIONS TO:

Fire Chief Wayne Allain
P.O. Box 1200, 122 Main Street
Trenton NS, B0K 1X1

Hall: 902-752-2993 Cell: 902-396-7540

firechief@trenton.ca

FOR DEPARTMENT USE ONLY

APPLICATION ISSUED				INITIALS
	DAY	MONTH	YEAR	
APPLICATION RECEIVED				INITIALS
	DAY	MONTH	YEAR	
APPLICATION REVIEWED				INITIALS
	DAY	MONTH	YEAR	
INTERVIEW				INITIALS
	DAY	MONTH	YEAR	
RECOMMENDATION	SUITABLE FOR MEMBERSHIP			
	NOT SUITABLE FOR MEMBERSHIP			

NOTES:

MEMBERSHIP COMMITTEE			
(Print)	(Signature)	DAY	MONTH YEAR

MEMBERSHIP COMMITTEE	(Signature)		
(Print)		DAY	MONTH YEAR

MEMBERSHIP COMMITTEE			
(Print)	(Signature)	DAY	MONTH YEAR

PLEASE NOTE:

Once this application has been completed you will be required to attend an interview/information session. This typically lasts 45 minutes to 1 hour and is an opportunity for you to ask any questions and to give you a more detailed description of the duties and responsibilities. At this time you will be given the necessary information to obtain a criminal records background check which will complete the process. A final determination on membership suitability will be made after the records check has been received.

MEET THE FIRE CHIEF

The final step to joining the Trenton Fire Department is a "meet and greet" with the Fire Chief. This will be arranged through your Captain or Lieutenant or by the Membership Committee and will be arranged around your schedule. This "meet and greet" is a great way to associate "a face with a name". There will be some official documentation to be completed at this time as well.

THANK YOU FOR YOUR APPLICATION

Thank you for your interest in joining the Trenton Volunteer Fire Department.

First and foremost, we ask that you take pride in being a member.

In the fire service there is a job for everyone.

Eventually, through training and experience you will find your niche.

We ask that you keep an open mind and experience everything the

Trenton Volunteer Fire Department has to offer.

We hope this is your beginning to a long, successful and rewarding experience.

If we can help in anyway, at anytime, do not hesitate to ask.