

Volunteer Firefighter Information Package



MISSION STATEMENT - WHO WE ARE TODAY

THE WESTLOCK FIRE DEPARTMENT IS A TEAM OF HIGHLY TRAINED AND CARING PROFESSIONAL VOLUNTEERS WHO PROVIDE VITAL EMERGENCY RESPONSE, PREVENTION AND EDUCATION SERVICES THAT SUPPORT COMMUNITY SAFETY AND QUALITY OF LIFE.

VISION STATEMENT - OUR PREFERRED FUTURE

THE WESTLOCK FIRE DEPARTMENT WILL BE A LEADER IN OUR PROFESSION IN SERVICE EXCELLENCE, ADVANCED TRAINING, EMPLOYEE DEVELOPMENT, USE OF TECHNOLOGY AND ONGOING DEPARTMENT EVALUATION TO ENSURE COMMUNITY SAFETY AND QUALITY OF LIFE.

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FORWARD

Welcome to the Westlock Fire & Rescue Department's Volunteer Recruitment Guide. This handbook has been created as a comprehensive resource for individuals who are considering becoming a volunteer firefighter with our department. Joining our team is a meaningful way to contribute to your community, and the personal rewards are significant. Serving as a volunteer firefighter will not only help enhance your sense of purpose, self-esteem, and teamwork, but it will also provide you with the satisfaction of making a tangible difference in the lives of others. It is an opportunity to take pride in the valuable service you provide, a service that touches the lives of everyone in our community.

However, volunteering as a firefighter is a serious commitment. The decision to join our team should not be made lightly. This guide is designed to give you a clear understanding of the responsibilities and expectations that come with being a member of the fire service.

Committing to serve as a volunteer firefighter means dedicating your time, energy, and efforts to a challenging but rewarding role. We encourage you to carefully review this booklet to fully understand what is involved in becoming a member of the Westlock Fire & Rescue Department.

Inside, you will find information about the structure and operations of the Fire Department, training requirements, the expectations of volunteer participation, and answers to common questions. While this guide may not cover every question you may have, it will provide you with essential information to help you make an informed decision.

We value the service provided by our volunteers, and it is a cornerstone of public safety in our municipality. We hope that, after reading this handbook, you will decide to make the commitment to serve with us. Your dedication will make a real and lasting impact on the safety and well-being of our community.

GOALS OF THE FIRE DEPARTMENT

The primary goal of the Westlock Fire & Rescue Department is to deliver comprehensive fire and emergency services that protect the lives and property of our community. Our efforts are focused on minimizing the impact of fires, medical emergencies, and hazardous situations caused by both human activity and natural events.

We are committed to serving the Town of Westlock as our first priority, while also supporting neighboring municipalities through mutual aid agreements, providing assistance when needed. Our department works proactively to ensure the safety and well-being of our residents and surrounding communities, responding swiftly and effectively to all emergencies.

THE NATURE OF OUR BUSINESS

Firefighting is one of the most dynamic and rewarding professions, offering a wide range of experiences and challenges. It is a field that attracts individuals who thrive on variety and are motivated by the opportunity to make a real difference. As a firefighter, you will be trained to respond to a diverse range of emergencies, from structure fires and hazardous chemical spills to medical emergencies, rescues, and everything in between. Whether it is assisting with childbirth, responding to heart attacks, or dealing with complex accidents, the scope of our work is vast and constantly evolving.

This diversity, combined with the fact that you may be called upon at any time—day or night, in any kind of weather, and often in high-pressure and emotional situations—makes the role of a firefighter both personally challenging and incredibly rewarding.

The mission of our fire service is twofold:

1. **Prevention:** We work proactively to prevent fires and emergencies through fire safety education, inspections, and code enforcement.
2. **Response:** When prevention is not enough, we are prepared to respond quickly and effectively through continuous training, pre-incident planning, and utilizing state-of-the-art equipment.

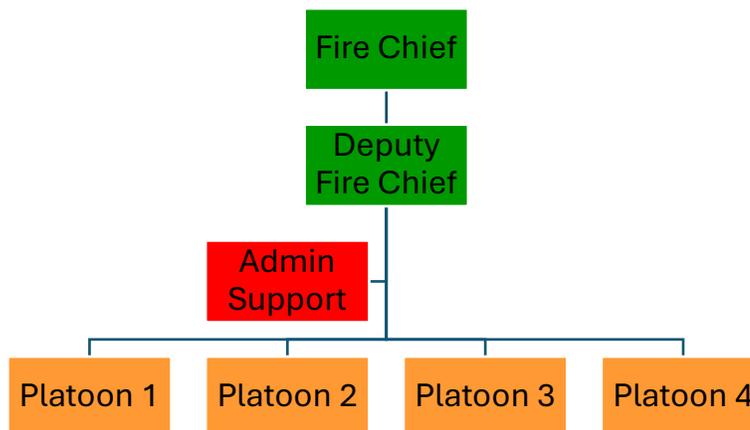
Being a firefighter is not for everyone. It requires more than just a desire to help others; it demands courage, dedication, and the ability to face difficult situations with composure. This job requires a willingness to learn new skills, adapt to ever-changing circumstances, and meet challenges head-on. It is a physically and mentally demanding role that often involves working in stressful, hazardous, and unpredictable environments.

However, the personal rewards and fulfillment that come from serving as a firefighter are unmatched. There is a profound sense of accomplishment in controlling a fire, compassion for those affected by accidents, and the satisfaction of educating the community on fire safety. These moments are part of the larger picture of reducing loss of life, preventing pain, and suffering, and minimizing property damage.

Ultimately, the core of our mission is to serve and protect our communities. If you are ready to rise to the challenges of this critical role, we invite you to consider joining the Westlock Fire & Rescue Department. Your dedication could make a lasting impact on the safety and well-being of our community.

ORGANIZATION OF THE FIRE DEPARTMENT

The Westlock Fire & Rescue Department operates within a structured framework designed to ensure efficient and effective service delivery to our community. The department is organized to support both operational readiness and administrative functions, with each position playing a critical role in maintaining the safety and well-being of our residents.



Fire Chief

The **Fire Chief** is the head of the Fire Department and is responsible for managing all aspects of the department's operations, training, and emergency response. The Fire Chief leads the department's strategic planning, ensures compliance with safety standards, and oversees the day-to-day activities of the department. The Fire Chief works closely with Council, the CAO, and other community stakeholders to address fire safety and emergency response needs.

Deputy Fire Chief

The Deputy Fire Chief assists the Fire Chief in managing the department and assumes leadership responsibilities in the Fire Chief's absence. This position helps oversee daily operations, coordinates response efforts during major incidents, and supports the development of training programs. The Deputy Fire Chief also plays a key role in ensuring compliance with safety regulations and fire prevention programs.

Administrative Support

The **Administrative Support** staff provide essential clerical and operational assistance to ensure the smooth running of the Fire Department. This includes managing scheduling, maintaining records, managing communications, and supporting the Fire Chief and Operations Section with administrative tasks. Administrative support is crucial for coordinating training, managing resources, and ensuring all compliance requirements are met.

Operations Section

The **Operations Section** is the backbone of the Fire Department, where frontline responders are organized into **four platoons**. Each platoon is made up of trained volunteer firefighters and is led by a Company Officer. The platoons are responsible for responding to emergencies, conducting training, and participating in fire prevention activities. The platoons ensure coverage and operational readiness.

PRIMARY OBJECTIVES OF THE FIRE DEPARTMENT

To meet the evolving needs of our community and provide comprehensive fire and emergency services, the Westlock Fire & Rescue Department has established the following modern objectives that align with the town's overarching vision for community resilience, prosperity, and safety:

1. Assess and Address Community Needs

Continuously identify, evaluate, and address the fire and emergency service requirements of the municipality to ensure that we are meeting the dynamic needs of our community. As a **municipal leader in community resiliency and prosperity**, we are dedicated to providing the services that promote long-term health and safety for residents and visitors alike.

2. Streamline Administrative Processes

Maintain an efficient administrative framework that supports the operational needs of the Fire Department while aligning with best practices and modern standards. In line with **Westlock's reputation for excellence in governance**, we ensure that all processes are transparent, efficient, and accountable, facilitating the effective delivery of services.

3. Ensure Prompt and Effective Emergency Response

Ensure that firefighting personnel, equipment, and resources are always available and ready to respond to emergencies quickly and effectively, minimizing response times to citizens' calls for help. By fostering **a regional destination of choice for recreational amenities**, we ensure that visitors and residents alike benefit from rapid emergency services in times of need.

4. Continuous Training and Professional Development

Provide ongoing, high-quality training programs for all personnel that meet or exceed industry standards. This training will focus on the latest techniques in fire prevention, firefighting, emergency medical services, rescue operations, and crisis management, while also collaborating with other municipal departments for cross-training and leadership development. This supports **Westlock's commitment to community health and service excellence**, ensuring that we are prepared for the challenges ahead.

5. Maintenance and Readiness of Equipment

Implement a rigorous maintenance program to ensure all fire apparatus and equipment are fully operational and ready for emergency deployment at all times. This approach aligns with **Westlock's asset management plan**, which guides infrastructure investment decisions, ensuring that critical resources are always ready and well-maintained.

6. Comprehensive Fire Prevention Programs

- Conduct regular inspections and plan reviews to ensure compliance with

local, provincial, and federal fire safety regulations, codes, and standards.

- Proactively identify and mitigate fire hazards to reduce the likelihood of fires and emergencies. Our proactive approach supports **Westlock's goal of being a Health Service Centre of Excellence**, ensuring that our community remains safe from the risks associated with fire hazards.

7. Public Education and Awareness

Develop and maintain an effective public education strategy, with a strong emphasis on fire safety, disaster preparedness, and community outreach. Focus on specialized programs for schools and vulnerable populations to enhance fire prevention awareness. This aligns with **Westlock's commitment to community well-being**, ensuring that residents are well-informed and prepared for emergencies.

8. Collaboration During Major Incidents

In the event of a major catastrophe, ensure coordinated efforts with external agencies, including neighboring fire departments, emergency services, and municipal partners, to effectively manage and respond to large-scale emergencies. This collaboration supports **Westlock's vision of a resilient community**, prepared to respond effectively to major incidents and emergencies.

9. Foster Strong Partnerships with External Agencies

Build and maintain positive working relationships with federal, provincial, and municipal departments, as well as utilities and other agencies, to ensure the seamless coordination of services that protect life, property, and the environment. Our approach strengthens **Westlock's reputation for excellence in governance**, fostering trust and cooperation between all levels of government and services.

10. Cross-Departmental Collaboration

Work collaboratively with other departments within the municipality to integrate fire safety measures into various programs, initiatives, and community services. This ensures a holistic approach to public safety and emergency response, supporting **Westlock's focus on community prosperity and infrastructure**.

By aligning the Westlock Fire & Rescue Department's objectives with the town's strategic goals, we ensure that we not only provide top-tier emergency services but also contribute to the overall health, safety, and prosperity of the community.

TRAINING AND PARTICIPATION

The fire service has evolved significantly over the years, becoming a multifaceted public safety agency that responds to a wide range of emergencies. The community now looks to the Fire Department as the first responder not only in the face of major human-caused and natural disasters but also for smaller emergencies that impact the well-being of residents.

To ensure that our members are equipped to provide the highest level of service, we adhere to strict training standards. These standards are designed to ensure that each

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firefighter possesses the necessary skills, knowledge, and abilities to deliver effective fire and emergency services to the Town of Westlock.

In line with **industry-recognized standards** and **Alberta Occupational Health and Safety requirements**, the Westlock Fire & Rescue Department trains in accordance with the **National Fire Protection Association (NFPA) Standard for Municipal Firefighters**. This comprehensive training program includes both theoretical and practical components, requiring firefighters to complete knowledge-based and performance-based testing to achieve **NFPA Level 1 firefighter certification** within a two-year period.

Training involves a significant amount of self-directed learning, including reading, online modules, and practical exercises. Firefighters are expected to dedicate time outside of regular training to complete the coursework necessary to meet certification requirements.

Training Schedule

- **Regular Training Sessions:** Weekly practice sessions occur every Thursday night (excluding holidays), from 7:00 p.m. to 10:00 p.m.
- **Attendance Requirements:** A minimum of 50% attendance at regular training nights is required for all volunteer firefighters. New recruits are encouraged to demonstrate initiative and aim for a higher attendance rate.
- **Certification Training:** Certification courses are available throughout the year, typically scheduled on weekends.
- **Off-Site Courses:** Firefighters are also encouraged to participate in off-site courses offered by regional or provincial training organizations.

On average, firefighters can expect to commit about **5 hours per week** to training and department activities. However, during the first 1-2 years, more time will be required for self-directed learning as part of the certification process.

On-Call Requirements

In addition to regular training, firefighters are required to participate in **on-call weekends** from **May long weekend to September long weekend**, which may also include holiday periods. This schedule typically involves a **1-in-4 weekend commitment**.

Remuneration

Members are compensated with an **honorarium** administered by the fire association for attending meetings, training sessions, and responding to emergency calls. This honorarium recognizes the time and effort our volunteers dedicate to maintaining a high level of readiness and service.

Expectations

We do not require prior experience to apply, and we will provide all the necessary tools and training to help you succeed. We seek individuals with a genuine desire to help others and

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a willingness to learn new skills and take on new challenges. The work involved in firefighting is physically demanding—expect to engage in hot, strenuous, and sometimes hazardous activities in unpredictable environments.

Our volunteers must be **team-oriented**, respect the roles and contributions of their fellow members, and be prepared to respond quickly when needed. At any time, you may need to drop what you are doing and respond to an emergency, often requiring flexibility in your personal schedule. The sense of accomplishment from helping your community is immense, and we aim to create a supportive, well-trained team that can face challenges head-on.

By joining the Westlock Fire & Rescue Department, you are committing to a meaningful, rewarding, and impactful role in your community. We are here to support your growth and development as you take on the responsibilities of a volunteer firefighter.

PRINCIPAL DUTIES AND RESPONSIBILITIES

As a Firefighter with the Westlock Fire & Rescue Department, your role is pivotal in enhancing public safety and responding to a variety of emergencies. Reporting to the through your supervisor and ultimately to the Fire Chief, your primary responsibilities will encompass emergency response, fire prevention, public education, and community service. This role requires performing tasks under emergency conditions, often involving considerable hazards. Additionally, firefighters are expected to perform routine duties including training, fire prevention, equipment maintenance, and public outreach.

Emergency Response

- **Respond to Emergencies:** Respond to fire, medical, rescue, and other emergency incidents, performing all necessary tasks as directed by a supervisor or senior firefighter.
- **On-Call Duty:** Participate in the on-call weekend duty rotation as assigned, ensuring readiness to respond at any time.
- **Drive and Operate Equipment:** Safely drive, operate, and maintain fire department apparatus as assigned. Ensure equipment is kept in good working condition, adhering to operational policies and guidelines.
- **Perform Duties Safely:** Follow safety protocols and health and safety requirements to protect your own well-being and that of others. Report or correct unsafe conditions.
- **Training and Skill Development:** Actively participate in regular training initiatives to maintain and enhance your firefighting skills. Identify personal training needs and seek additional training when necessary.
- **Incident Command and Large-Scale Emergencies:** In the event of large-scale incidents, perform duties under the **Incident Command System (ICS)**, following the municipality's emergency program.

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- **Other Assigned Duties:** Perform any other tasks as directed by the Fire Chief or a designated officer.

Community Safety and Education

- **Promote Public Safety Culture:** Actively promote a culture of public safety through proactive community engagement and education to prevent emergencies and raise awareness of safety practices.
- **Fire Prevention and Inspections:** Conduct fire and life safety inspections of buildings, pre-incident planning, and other fire prevention initiatives to minimize risks and reduce incidents.
- **Community Education Programs:** Deliver public safety and fire prevention programs, including educational tours of the fire station, visits to schools, businesses, and other community groups. Teach community members about emergency preparedness and safety measures.
- **Engage with Vulnerable Populations:** Provide guidance and education to vulnerable populations in the community, ensuring they understand fire safety and emergency preparedness.
- **Support the Fire Chief's Initiatives:** Take on additional community service roles and duties as requested by the Fire Chief or a designate Chief Officer.

Key Responsibilities and Expectations

- **Demonstrate Core Values:** Uphold and demonstrate the Town of Westlock's core values of **Health & Safety, Integrity, Accountability, and Respect** in all actions and interactions.
- **Professionalism in Interactions:** Exhibit sensitivity and respect when interacting with citizens, co-workers, and members of mutual aid agencies. Communicate with tact and diplomacy, especially when engaging with vulnerable individuals or those in crisis situations.
- **Knowledge and Skills:** Maintain considerable knowledge of firefighting techniques, apparatus operation, and emergency medical procedures. Demonstrate the ability to manage difficult situations with calmness and professionalism. Possess physical strength, agility, and stamina to perform tasks under challenging conditions.
- **Effective Communication:** Be proficient in both verbal and written communication, including delivering public education presentations in various settings. Ensure that instructions and orders are followed and that tasks are clearly communicated to team members.
- **Teamwork and Collaboration:** Work effectively in a team environment, contributing to tasks, maintaining positive relationships with colleagues, and assisting other departments and agencies as needed.

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- **Computer Skills:** Use Microsoft Office applications (Outlook, Word, Excel, PowerPoint) and other municipal software tools to complete administrative tasks and communicate effectively.

Expected Physical and Mental Demands

As a volunteer firefighter, you will face both physical and mental challenges, but with proper training and support, you can perform your duties safely and effectively. Firefighting requires physical strength, endurance, and coordination for tasks such as lifting heavy equipment, advancing hoses, operating tools, and performing rescues in demanding conditions. It also places significant mental demands on firefighters, including quick decision-making, situational awareness, and the ability to remain calm under pressure. This section outlines the physical and mental demands of the role, helping you understand what to expect and how to prepare.

Physical Demands of Firefighting

Firefighting is physically demanding, requiring strength, endurance, and coordination to perform tasks safely and effectively. Common physical demands include:

- Lifting and carrying heavy equipment (hoses, ladders, tools, and rescue gear)
- Advancing charged and uncharged hoselines
- Forcible entry (using tools to break doors, windows, and barriers)
- Operating and stabilizing ladders
- Crawling and maneuvering in confined spaces
- Dragging or carrying victims to safety
- Performing search and rescue in high-risk environments
- Performing CPR and patient handling during medical calls
- Using hydraulic rescue tools and extrication equipment
- Climbing stairs, ladders, and working at heights
- Performing ventilation by breaking windows, cutting roofs, or using fans
- Wearing and operating in heavy personal protective equipment (PPE) and SCBA
- Operating fire apparatus and emergency vehicles
- Ice and water rescue operations requiring swimming and endurance
- Routine equipment checks, station maintenance, and gear cleaning

Mental Demands of Firefighting

Firefighters must also be prepared for the intense mental demands of emergency response. These challenges require focus, adaptability, and emotional resilience. Common mental demands include:

- Situational awareness – Continuously assessing risks and surroundings in dynamic environments
- Decision-making under pressure – Quickly analyzing situations and making life-saving choices
- Problem-solving – Finding solutions when faced with unpredictable or dangerous scenarios
- Team coordination and communication – Effectively working with others in high-stress situations
- Emotional resilience – Coping with distressing scenes, medical emergencies, and potential loss of life
- Maintaining composure in high-stress situations – Staying calm and focused despite chaos
- Adaptability – Adjusting to rapidly changing conditions, hazards, and unforeseen challenges
- De-escalation and patient interaction – Managing combative or distressed individuals with professionalism
- Long-duration focus – Remaining mentally sharp during extended incidents and physically exhausting conditions
- Strict adherence to protocols – Following procedures precisely to ensure safety and efficiency

Other Required Knowledge

- Familiarity with the **Town of Westlock Health & Safety Program** and compliance with relevant safety guidelines.
- Knowledge of **Westlock Fire Department Standard Operating Guidelines**, local **Bylaws**, and departmental **policies**.

By fulfilling these principal duties and responsibilities, you will play a crucial role in keeping the community safe, enhancing public safety education, and maintaining a high standard of emergency response. Your commitment to ongoing training, professional growth, and teamwork is essential to the success of the Westlock Fire & Rescue Department.

BENEFITS

As an active member of our fire department, you are entitled to a variety of benefits that support your safety, personal development, and well-being. These benefits are designed to ensure a positive and sustainable experience with the department, recognizing your commitment to serving the community.

1. Training and Development

We are committed to providing all the training you need to succeed. From foundational skills to advanced, specialized courses, we offer ongoing learning opportunities to help you grow in your role. Whether you are interested in leadership development, technical skills, or emergency management, we support your professional growth. All training is fully funded, and you will receive hands-on support to help you achieve your goals.

2. Personal Protective Equipment (PPE)

Your safety is our priority. We provide the latest personal protective equipment (PPE), including turnout gear, helmets, gloves, and respiratory protection, at no cost to you. All equipment is regularly inspected and maintained to meet current safety standards. We ask that you treat your PPE with care and responsibility, as it is essential for both your safety and the safety of your fellow firefighters.

3. Social and Wellness Events

We believe in building strong, supportive relationships among our team. Our social events, such as the Annual Christmas Social, summer barbecues, and team-building outings, help foster a culture of camaraderie and inclusion. These gatherings promote well-being and offer opportunities for bonding outside of emergency calls, strengthening the sense of brotherhood/sisterhood within our department.

4. Fitness and Recreation Access

Maintaining physical fitness is crucial for performing the demanding tasks of firefighting. As a member of the department, you have free access to local recreation facilities, including gyms, fitness classes, and wellness programs. We encourage you to take advantage of these resources to stay in top physical condition and reduce the risk of injury on the job.

5. Service Recognition and Awards

We recognize and appreciate the dedication and hard work of our volunteers. Annual service awards celebrate milestones such as years of service and significant contributions to the department. These recognitions highlight your commitment and serve as a reminder of the important role you play in our community's safety and well-being.

6. Workers' Compensation and Insurance Benefits

Your health and safety are paramount. The Town offers comprehensive workers' compensation coverage for all members while on duty, including medical care, disability benefits, and compensation for work-related injuries. Additionally, our

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department provides insurance coverage for various incidents that may occur while performing your duties. We strive to ensure that you are protected while serving.

ELIGIBILITY CRITERIA

The following criteria must be met by all applicants wishing to join the department as a volunteer firefighter:

1. Age

- Applicants must be at least 18 years of age to join as a full firefighter.
- Junior Firefighters (ages 16-17) are eligible with parental consent and guidance.

2. Residency

Applicants must reside within the designated response area or a specified distance from the fire station. This ensures timely response to incidents and aligns with departmental operational needs.

3. Time Commitment

Applicants must be prepared to meet the minimum attendance criteria to ensure active participation and readiness:

- 50% Training / Meeting Attendance: Participation in regular training and department meetings is essential for skill development and operational preparedness.
- 25% Incident Response Attendance: Volunteers must be eligible and available to respond to incidents, with attendance at least 25% of available calls once fully trained.

4. Driver's License

A valid Alberta Class 5 driver's license (or equivalent) is required. Applicants must be willing to drive emergency response vehicles, following proper training and certification.

5. Minimum Training Requirements

All recruits must be committed to completing the minimum required training within one year of joining:

- First Aid / CPR (Basic Life Support): Certification required within the first 3 months.
- NFPA 1001 Level 1 Firefighter Certification: The department provides access to this training and supports successful completion.

6. Health & Fitness

As a volunteer firefighter, the role requires a high degree of both physical and mental fitness. Volunteers must maintain the physical capability to perform strenuous tasks such as lifting heavy equipment and enduring intense activity in high-stress situations. Equally important is mental fitness, as the job demands resilience, emotional stability, and the ability to stay calm and focused under pressure, especially in challenging and potentially traumatic circumstances. Ongoing training and support will be provided to ensure all volunteers are prepared for the physical and mental demands of the role.

7. Fluency in Written and Spoken English

Due to the high demands and fast-paced nature of firefighting, recruits must be fluent in both written and spoken English to effectively communicate during emergency situations. Clear communication is essential for coordinating with team members, understanding critical instructions, and ensuring safety in high-pressure environments. Proficiency in English is necessary for reading and interpreting safety protocols, responding quickly to commands, and delivering accurate reports. This skill ensures that recruits can perform their duties safely and efficiently, both in training and on the front lines.

SELECTION PROCESS FOR RECRUITS

1. Application Submission

Applicants must submit a completed application, including:

- a) Personal information (name, contact details).
- b) Employment and educational history.
- c) Relevant certifications and qualifications (e.g., First Aid, CPR).
- d) References (professional and personal).
- e) Confirmation of meeting eligibility criteria (age, residency, and criminal background).

Medical Questionnaire: applicant will be required to complete the questionnaire designed to assess the candidate's overall health and fitness for firefighting duties. Based on the information provided in the questionnaire, applicants may be required to undergo a **medical examination** conducted by a licensed physician.

2. Eligibility Criteria for Recruits

All applications will be reviewed to ensure they meet the eligibility criteria outlined in the information package. This includes age requirements, residency, time commitment, necessary certifications, and physical fitness standards. Applicants must also meet any other specific qualifications necessary for the position. Only those who meet the outlined criteria will be considered for further steps in the

selection process.

3. Background Checks

- a) All applicants will undergo a **Criminal Records Check** in the Vulnerable Sector to verify their suitability for the role.
- b) Reference checks will also be conducted to assess the applicant's character and work ethic.

4. Interview Process

- a) Shortlisted candidates will be invited for an interview with the Recruiting Committee.
- b) The interview will focus on the candidate's motivation, communication skills, ability to work under pressure, and commitment to safety and teamwork.

5. Final Selection

Following interviews, reference checks, and medical/fitness evaluations, the Recruiting Committee will make a recommendation to the Fire Chief for final selection. The Fire Chief will make the final decision and notify the successful applicants.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION

The Westlock Fire Department is committed to fostering a diverse and inclusive environment and adheres to the Alberta Human Rights Code. All applicants will be considered based on merit, and the recruitment process will be free from discrimination based on race, gender, sexual orientation, age, disability, religion, or any other protected status. We value diversity and encourage individuals from all backgrounds to apply.



Town of Westlock Fire Department Recruit Application

For prompt consideration, this form must be filled in completely and accurately, be legible, and certified as true and complete. If you require additional space for any item, attach a sheet of paper to this form. Please notify us of all changes of phone and address. If you cannot be reached at the number given, your application will be withdrawn.

Personal Information

Surname	Given Name
Email Address	Home Phone
Cell Phone	Business Phone
Mailing Address	
Emergency Contact Name	Emergency Contact Phone
Drivers License Number	Drivers License Class (and special endorsements)

This position requires proficiency in verbal and written English to effectively understand and respond to verbal orders, read and comprehend operational procedures and safety guidelines, and complete written reports.

Please rate your verbal English proficiency based on the following descriptions:

- Basic (can talk in English about simple things and familiar topics)
- Beginner (can have simple conversations about unfamiliar topics in English) Intermediate (can have detailed conversations about unfamiliar topics in English)
- Fluent (obtained high school diploma in Canada, or can have rapid, detailed conversations in English about unfamiliar topics)

Please rate your written English language skills:

- Basic (can write in English about simple things and familiar topics.
- Beginner (can write about unfamiliar topics in English)
- Intermediate (can write about unfamiliar topics in English)
- Fluent (obtained high school diploma in Canada, or can write in detail about unfamiliar topics in English)



**Town of Westlock Fire Department
Recruit Application**

Employer Information

Present Place of Employment		Supervisor's Name	
Occupation		Employer Phone #	
What are you regular Hours of Work?		Availability During Employment Times: <input type="checkbox"/> Available <input type="checkbox"/> Limited Availability <input type="checkbox"/> Unavailable	
General Availability:	<input type="checkbox"/> Weekdays (Morning/afternoon) <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends <input type="checkbox"/> Other: _____		
May we Contact your Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Previous Place of Employment		Supervisors Name	
Occupation		Employer Phone	
Length of Employment			
May we Contact your Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Volunteer Information

Organization	Position
Contact Name	Contact Phone
Length of Involvement	May we Contact This Organization?
Organization	Position
Contact Name	Contact Phone
Length of Involvement	May we Contact This Organization?
Other Volunteer or Extracurricular Involvement (e.g.: Sports)?	



**Town of Westlock Fire Department
Recruit Application**

Related Skills and Experience

Do you have previous firefighting or emergency response experience? <input type="checkbox"/> No <input type="checkbox"/> Yes, please detail:	
Do you have previous military or police experience? <input type="checkbox"/> No <input type="checkbox"/> Yes, please detail:	
Other experiences that may apply to this position? <input type="checkbox"/> No <input type="checkbox"/> Yes, please detail:	
Please indicate your skill level in the following areas on this scale: 1 - A trade, license, recognized certificate or extensive experience 2 - Advanced skills level and/or post-secondary courses or apprenticeships 3 - Familiarity acquired through personal experience, high school courses, or related training 4 - No Experience	
Mechanics	1 2 3 4
Breathing apparatus or scuba diving	1 2 3 4
Building construction or design	1 2 3 4
Blueprint reading	1 2 3 4
Firefighting tasks	1 2 3 4
Rescue procedures	1 2 3 4
Crisis management public speaking	1 2 3 4
Events coordination	1 2 3 4
Radio communication	1 2 3 4
Team building	1 2 3 4

Certifications

Cardiopulmonary Resuscitation (CPR) <input type="checkbox"/> No <input type="checkbox"/> Yes - level: _____ <input type="checkbox"/> Expiry Date: _____	Emergency Medical Responder <input type="checkbox"/> No <input type="checkbox"/> Yes
First Aid <input type="checkbox"/> No <input type="checkbox"/> Yes - level: _____ <input type="checkbox"/> Expiry Date: _____	Other medical response training: <input type="checkbox"/> No <input type="checkbox"/> Yes - detail:



**Town of Westlock Fire Department
Recruit Application**

<p>AED Training</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes - Expiry: _____</p>	<p>Other Relevant Certificates:</p>
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**Town of Westlock Fire Department
Recruit Application**

Reference Check Authorization

I, _____ authorize the Town of Westlock to contact the persons or organizations listed below for the purpose of obtaining reference information including information in my personnel file(s). These persons are authorized to disclose such information.

Personal References

These references are those that you have met in your personal life, and can include family, friends, teachers, and colleagues (not direct supervisors).

Name	Relationship	Phone Number

Professional References

These references are those that you have met through work (direct supervisors) and volunteer experiences.

Name	Relationship	Phone Number

The personal information on this Volunteer Application is being collected under the authority of the Freedom of Information & Protection of Privacy Act (FOIPP) Section 33(c). It will be used to determine your suitability, eligibility, or qualifications for volunteerism. Questions about the use or collection of this information should be directed to the Town of Westlock FOIPP Coordinator.

I certify that the information given on, or attached to, this application is correct. I understand that any falsification of statements, misrepresentation, deliberate omission, or concealment of information may be considered just cause for immediate dismissal.

I understand the information provided in this form will be used to assess my suitability for the position of Volunteer Firefighter.

Applicant Signature

Date



Instructions for Applicants:

The following medical questionnaire is part of the recruitment and selection process for volunteer firefighters. It is designed to assess your physical health and fitness to ensure that you can safely perform the physically demanding tasks required in firefighting. All answers will be kept confidential and used only to determine your suitability for the role. If you answer "Yes" to any of the questions, you may be asked to provide additional documentation or undergo a medical evaluation by a healthcare provider to ensure they can safely perform the required tasks.

Section 1: General Medical History

Please answer the following questions truthfully. If you answer "Yes" to any question, please provide additional details in the space provided.

1. **Do you have any chronic or long-term medical conditions?**

Yes No

If yes, please specify: _____

2. **Have you had any surgeries or hospitalizations in the past 5 years?**

Yes No

If yes, please specify: _____

3. **Do you have any allergies (e.g., medications, environmental, food)?**

Yes No

If yes, please specify: _____

4. **Do you have any known heart conditions or a history of heart disease?**

Yes No

If yes, please specify: _____

5. **Do you experience chest pain, shortness of breath, dizziness, or fainting?**

Yes No

If yes, please explain: _____

6. **Do you have a history of high blood pressure?**

Yes No

If yes, please specify: _____

7. **Do you have diabetes or other blood sugar disorders?**

Yes No



If yes, please explain: _____

8. **Do you have any musculoskeletal injuries (e.g., back, joints, bones) or disorders that may limit physical activities?**

Yes No

If yes, please provide details: _____

9. **Have you ever been diagnosed with any neurological conditions (e.g., epilepsy, stroke, nerve disorders)?**

Yes No

If yes, please specify: _____

10. **Do you have any respiratory conditions (e.g., asthma, COPD, etc.)?**

Yes No

If yes, please provide details: _____

Section 2: Firefighting-Specific Abilities and Health Considerations

The following questions are designed to assess your ability to perform physically demanding tasks associated with firefighting.

1. **Have you ever been involved in firefighting, rescue operations, or similar physically demanding work?**

Yes No

If yes, please describe your experience: _____

2. **Do you currently engage in regular physical exercise or training (e.g., strength, endurance, flexibility)?**

Yes No

3. **Can you perform tasks that require lifting and carrying heavy objects (e.g., up to 50 lbs) for extended periods?**

Yes No

If no, please explain: _____

4. **Are you able to climb ladders, stairs, or other obstacles while carrying firefighting equipment (e.g., hose, tools)?**

Yes No

If no, please explain: _____



5. **Can you perform tasks that require prolonged periods of physical exertion (e.g., dragging hoses, carrying tools, lifting) in high-stress environments?**

Yes No

If no, please explain: _____

6. **Do you have the ability to work in confined spaces, such as entering burning buildings, attics, or crawl spaces?**

Yes No

If no, please explain: _____

7. **Do you have the ability to wear firefighting gear (including SCBA - self-contained breathing apparatus) for extended periods?**

Yes No

If no, please explain: _____

8. **Have you ever experienced any issues with heat exhaustion, dehydration, or heat stroke?**

Yes No

If yes, please provide details: _____

9. **Do you have any history of fainting or dizziness during physical exertion or stressful situations?**

Yes No

If yes, please provide details: _____

Section 3: Medical Clearance and Fitness Testing

1. **Do you currently take any medications that may affect your physical performance (e.g., sedatives, blood thinners, or medications that cause drowsiness)?**

Yes No

If yes, please list the medications: _____

2. **Have you been advised by a healthcare provider to avoid certain physical activities or work environments (e.g., heat, strenuous physical exertion)?**

Yes No

If yes, please explain: _____



3. **Are you willing to undergo a physical fitness test, including strength, endurance, and agility assessments, as part of the recruitment process?**

Yes No

Section 4: Declaration and Acknowledgement

*By submitting this application, you acknowledge and consent that all personal information provided is collected, used, and disclosed in compliance with the **Freedom of Information and Protection of Privacy Act (FOIPP)** of Alberta. The information you provide will be used solely for the purpose of assessing your application for service a volunteer Firefighter with the Town of Westlock and will be kept confidential.*

The Town of Westlock is committed to ensuring that your personal information is protected and only shared in accordance with the provisions outlined in the FOIPP Act. You have the right to access and request correction of your personal information as permitted by the Act.

If you have any questions regarding the collection, use, or disclosure of your personal information, please contact the Town's FOIPP Coordinator.

I, the undersigned, confirm that the information provided in this questionnaire is accurate and complete to the best of my knowledge. I understand that any misrepresentation or omission of information may disqualify me from consideration for a volunteer firefighter position. I agree to provide any additional medical documentation or undergo a medical evaluation, as required by the fire department, to further assess my fitness for the role. I also understand that this questionnaire is confidential and will only be used to evaluate my suitability for the position.

Applicant's Signature: _____

Date: _____