



Recruitment Policy

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Purpose

The purpose of this firefighter recruitment policy is to provide for a fair, equitable and transparent process for recruiting firefighters for the Gravenhurst Fire Department (GFD). The recruitment process will be guided by our *Diversity Statement*, included below, which recognizes that diversity within our department will strengthen our service to our community.

Gravenhurst Fire Department Diversity Statement

No matter where you came from, who you are, or what your background is, we believe that there is a place for you with the Fire and Emergency Services at the Gravenhurst Fire Department!

We work to remove barriers and biases within the recruitment and hiring process and to ensure that our fire service is a welcoming and inclusive workplace that is staffed by professionals who are reflective of the community we serve. We actively work towards building a culture within our organization that respects and values everyone for the contribution they can make.

Women, men, indigenous people, racialized people, people of all walks, beliefs and lifestyles are welcome to join us in the service of our community.

The focus of our efforts are to help ensure that:

We are reflective of our community in all ways;

We conduct community outreach efforts that promote inclusivity;

We optimize recruitment and hiring processes;

We identify and eliminate systemic biases and barriers;

We provide supports post-recruitment; and

We foster an increasingly inclusive and welcoming culture across our Department.

Serving our community as a volunteer firefighter is a rewarding and enriching experience. There is no reason that a career in firefighting should not be equally inviting and accessible to all who are able and willing.

Responsibility

The Fire Chief is responsible for the execution of the recruitment process.

Additional Department officers will be asked to supply expertise to the process as requested by the Fire Chief. These officers will join the Fire Chief to form the Recruitment Selection Committee (RSC).

The RSC shall be made up of:

- Fire Chief
- Deputy Fire Chief
- Platoon Chief
- Training Officer
- Officer(s) with representation from all 3 stations

The Fire Chief is also responsible for reviewing this policy prior to the commencement of each firefighter recruitment campaign and making changes as necessary to ensure the process is fair and current to contemporary hiring procedures.

Application Process

The following application procedures will be adhered to for each and every applicant and for every recruitment process. These procedures are meant to assist in determining the best applicant for the vacancy on the Department. The procedures are in place to ensure that it is up to the individual to prove they are the best applicant for the job. Every effort has been made to ensure it is merit and skill based.

List of Application Procedures

1. Recruitment Promotion
2. Recruitment Information Session
3. Applicant Evaluation
4. Written Examination
5. Physical Agility Testing
6. Interviews
7. Applicant Review Process
8. Job Offer

Recruitment Promotion

When Fire Department administration has determined vacancies have reached sufficient numbers a recruitment process will be undertaken. As vacancies between the three fire stations may differ, recruitment promotion may become focused to seek applicants for those station's specific response areas.

The Department will place advertisements in the local newspapers, on the Department website and social media accounts and will utilize any other promotional resources available. The advertisements will state that vacancies exist and that applicants are needed to fill those vacancies.

Recruitment Information Session

Information on department recruitment policy and initiatives is continually available on the Department website. However, once a recruitment drive has begun, an information session will be scheduled for those interested in a position with the Department. This will be an opportunity for the Department to highlight the benefits of membership and to relate the expectations that would be placed upon the applicants. The recruit training calendar will also be discussed, as it will constitute a considerable commitment post-hire.

As well, it creates a venue for prospective applicants to interact and ask questions of current firefighters and administrative staff.

While attendance at this session is not mandatory, it is highly recommended that anyone contemplating applying to the GFD take part.

Applicant Evaluation

Those seeking a position with the Department will be asked to submit a GFD application form. They will also be required to submit an up-to-date resume along with any certification documents pertinent to the position. These items can be delivered in-person to Department headquarters or electronically through the website or email to the Administrative Clerk. These documents will form the individual's application package.

All application packages will be scrutinized by the RSC and only those applicants meeting the following basic qualifications will receive further consideration.

Basic Qualifications

- Successful completion of Secondary School Grade 12 or equivalent
- Possession of a valid minimum Class “G” Ontario driver’s license with clean abstract and a reliable vehicle for travel to the station for emergency calls and other scheduled department events
- Ability to legally work in Canada
- Be able to communicate in the English language, including reading and writing
- Be at least 18 years of age
- Have a primary residence within 10km of one of the three Gravenhurst Fire Stations – applicants will be considered for the closest station to their primary residence and the vacancies in those stations specifically
- Prior firefighting experience and/or certification is an asset but not a determining factor
- Please note, employment is conditional upon the candidate being vaccinated against COVID-19 prior to commencing employment. If unvaccinated, employees are required to undergo rapid antigen testing and at a frequency determined by the Town of Gravenhurst

Preferred Qualifications

- Availability to respond to emergency incidents during daytime hours on weekdays in addition to weeknights, weekends and overnight hours
- Primary residence located 5km or less to one of the three stations
- Valid First Aid/CPR Level C
- Class D drivers license with Z endorsement (Ontario Issued)

Written Examination

Applicants who progress successfully through the screening process will be invited to write the general knowledge examination. Applicants must obtain scores of 70% or greater to be considered for the interview portion of the process.

The examination will be made up of questions based on but not limited to the following topics/subjects:

- Gravenhurst Fire Department Specifics
- Mathematics
- Mechanical Reasoning
- Reading Comprehension
- Listening Comprehension

- Basic Fire Safety Information
- Provincial and Federal Laws

Examination scores will only be revisited should there be a deadlock in determining eligibility of candidates who are equally comparable in other areas.

Physical Agility Examination

In addition to the written examination, applicants will complete a physical agility examination.

The test activities are designed to measure if an applicant can perform, without difficulty, the most common activities performed as a firefighter. Success in each task is measured as pass/fail. All activities will be completed in firefighter bunker gear, or other mechanism to simulate the weight firefighters carry while wearing their personal protective equipment. All applicant participants will wear a helmet and steel-toed boots for every activity. Gloves will be provided where appropriate.

The test activities include:

1. Ladder Carry/Ladder Raise
2. Sight Limited Search
3. Tool Strike
4. Stair Climb with Hose Bag
5. Manikin Drag
6. Charged Hose Line Drag
7. Heavy Equipment Carry

Applicants who fail to pass any portion of the physical testing will be removed from the process.

Interviews

Applicants who achieve scores of 70% or greater on the written examination and pass all facets of the physical agility examination will be invited to the interview process.

Applicants will be interviewed by the RSC using a list of pre-determined questions. Each interviewer will score the applicant on their ability to effectively answer those questions.

Applicant Process Review

Applicants who have completed all of the above procedures, will have all of their documentation and scoring reviewed by the RSC. All facets of the information gleaned from the application process will be taken into consideration.

At this point all applicants will be informed of their progression in the process.

Those selected to advance will then move onto the subsequent screening process.

The number of those moving on is dependent on the number of vacancies available.

Those applicants not selected to move on in the current process, will have their application packages held by the department for consideration in the next recruitment process.

Subsequent Screening Process

Once the successful applicants have been selected, they must go through subsequent Department screening procedures. Once the screening procedures have been satisfactorily completed by the applicant, a job offer will be made to them. Any costs associated with any of the subsequent screening processes will be borne by the applicant.

List of Subsequent Screening Procedures

1. Pre-Service Medical Screening
2. Criminal & Vulnerable Sector Background Checks
3. Employment/Personal References
4. Social Media Activity Screening

Pre-Service Medical Screening

Applicants will be given a form to be taken to a medical practitioner. This form details the most common physical and mental strains and stressors placed on a firefighter in the administration of their duties. The medical practitioner is asked to read, sign and date the form, attesting that the applicant, to the best of their medical knowledge, can undertake the position of firefighter.

The completed form will be submitted to the Department, only a form signed by a medical practitioner will be accepted. Failure to submit this form will result in the applicant's removal from the recruitment process.

Background Checks

Applicants will be asked to apply to the local Ontario Provincial Police detachment to request both criminal and vulnerable sector background checks. A letter from the department will be given to the applicant to submit with their application to expediate the process. When received, the original of the results shall be given to the Department for review.

Should any findings be suspect, a discussion will be undertaken with the applicant, Fire Chief and the Town of Gravenhurst Human Resources Manager to evaluate those findings and whether or not the applicant can progress through the recruitment process.

Employment/Personal References

Applicants will be asked to provide a list of two to three work-related or personal references. The references cannot be family members. The Department may contact these references for further background information on applicants should the need arise.

Social Media Activity Screening

Applicants will be asked to voluntarily submit any social media names/aliases, so that a review can be undertaken to ensure the applicant practices responsible social media activities.

Should any findings be suspect, a discussion will be undertaken with the applicant, Fire Chief and the Town of Gravenhurst Human Resources Manager to evaluate those findings and whether or not the applicant can progress through the recruitment process.

Job Offer

Once the screening procedures have been completed to the satisfaction of the Department, the applicant will be asked to sign a job offer.

This offer will define the probation period for the position, which shall be no less than one year from the date indicated on the job offer. It will also outline attendance and training requirements. The Fire Chief will sign the offer along with the applicant, a copy will be provided to the applicant.

Gravenhurst Fire Department Recruitment Process Flow Chart

