



TOWNSHIP OF

**Southwold**

# **SOUTHWOLD FIRE DEPARTMENT**



# **FIREFIGHTER RECRUITMENT INFORMATION GUIDE**

## **i. SFD MISSION STATEMENT**

The primary mission statement of the Southwold Fire Department is to provide a range of programs to protect the lives and property of the inhabitants of the Township of Southwold from the adverse effects of fires or exposure to dangerous conditions created by man or nature.

Proudly Serving: Fingal, Iona, Iona Station, Lawrence Station, Frome, Middlemarch, Paynes Mills, Shedden & Talbotville.

## **ii. ABOUT SFD**

The Southwold Fire Department operates 2 Stations with a full complement of 46 Volunteer Paid-on-call Firefighters. The Officer compliment includes a Fire Chief, 2 District Chiefs, 2 District Deputy Chiefs, 4 Captains, 1 Training Officer, 1 Fire Prevention Officer and 1 Chief Fire Prevention Officer.

The Southwold Fire Department proudly protects nearly 5000 residents within 301 square kilometers of Elgin County. Within our Township are a wide variety of homes, industries, farms, and businesses both large and small that rely on our Fire Department for emergency services. We provide a wide range of services including fire suppression, motor vehicle collision response, and tiered medical response. Southwold Public School, with close to 700 students, and the Elgin Manor Seniors Home are also protected by our Fire Department, along with 17 kilometers of Highway 401. We are an active member of the Elgin County Mutual Aid Association.

### **Southwold Fire Facts**

- Respond to 200+ calls a year
- Firefighters train on a weekly basis
- 6 apparatus (fire trucks)
  - 2 Rescues
  - 2 Pumpers
  - 2 Tankers
- 2 Stations
  - Station #1 - Shedden
  - Station #2 – Talbotville

Construction on the new Talbotville Station began in the summer of 2024 and will look to be completed by Spring 2025.

### iii. FIREFIGHTER RESPONSIBILITIES

#### **General Statement of Duties**

Performs fire fighting duties and other related work as required.

#### **Distinguishing Features of the Rank**

This is manual work of a hazardous nature involving the fighting of fires, salvage, rescue work and some first aid generally under the direct supervision of superior officers. Regular training and some maintenance work on the fire station and vehicles is required. Fire fighters may be required to make decisions and work without supervision until an officer arrives at the scene.

#### **Examples of Work**

- Responds to fire, rescue, hazardous materials emergencies and other emergencies assigned to his/her company
- Lays out and connects hose lines, nozzles and other related appliances, turns water on and off
- Holds fire hose and directs fire streams a Operates a pressure pump as assigned
- Operates elevating devices as assigned
- Drives fire apparatus as assigned
- Carries, puts up and climbs ladders
- Operates rescue equipment e Performs salvage work at fire and emergency scenes using salvage covers, vacuums, mops, squeegees, etc.
- Performs ventilation by making openings in buildings, using exhaust fans or fog streams
- Enters burning or contaminated buildings, structures and other areas to fight fires and/or perform rescues while wearing required clothing and safety equipment
- Assists in giving first aid to the injured
- Assists in cleaning fire fighting equipment upon return to the station after an emergency call or a practice
- Attends regular training sessions to practice existing procedures and to learn and practice new fire fighting and rescue methods
- Cleans and maintains areas of the fire station used by the members as scheduled
- Assists with the fire prevention program
- Other duties as assigned by the Fire Chief

#### iv. RECRUITMENT

##### **Required Knowledge, Skills, and Abilities**

Mental alertness, mechanical aptitude, ability to get along well with others, willingness to perform any task assigned, conscientious and dependable, good physical condition, holder of a valid Class "D" licence complete with "Z" endorsement or able to obtain such licence within one year of joining the fire department.

##### **We Need:**

- Dedicated, honest and positive individuals who have an interest in protecting their community and would like to join the Southwold Fire team and become a Probationary Firefighter.

##### **We Offer:**

- Paid training and calls
- The opportunity to join a Proud and Professional Fire Service
- The honour of serving the residents of Southwold
- Individually issued bunker gear, helmet, gloves, boots, SCBA mask and other Personal Protective Equipment as needed
- VFIS Insurance coverage

##### **We Require:**

- 18 years and older
- First Aid/CPR/Medical training - within 1 year of recruitment
- DZ Licence - within 1 year of recruitment
- An MTO medical from your physician - due upon recruitment offer
- A Police Vulnerable Sector Check - due upon recruitment offer
- A satisfactory MTO driver's abstract - due upon recruitment offer
- NFPA 1001 Firefighter Certification - Levels 1 & 2
  - Certificate from the Office of the Fire Marshal **OR**
  - Obtain within 1 year of recruitment through Southwold Fire/Elgin County training programs.
- To live or work in Southwold Township or within a reasonable distance
- A commitment to regularly attend training and respond to calls.

**Application Process:**

- Application forms can be picked up at the Township of Southwold Municipal Office at 35663 Fingal Line, Fingal from 08:30 to 16:30 hrs on regular business days or by emailing [fireadmin@southwold.ca](mailto:fireadmin@southwold.ca)
- Completed applications along with a current resume may be dropped off or submitted in the same manner as above.
- When positions are available you may be contacted for an interview.

**Thank you for your interest.**

**Please visit [southwold.ca](http://southwold.ca) and [southwoldfiredept.ca](http://southwoldfiredept.ca)  
for more information.**



## TOWNSHIP OF SOUTHWOLD FIRE DEPARTMENT APPLICATION FOR PAID-ON-CALL FIREFIGHTER

|               |    |     |    |
|---------------|----|-----|----|
| DATE PREPARED | MO | DAY | YR |
|---------------|----|-----|----|

**\*Attach Resume & Cover Letter to this Application\***

Email to [fireadmin@southwold.ca](mailto:fireadmin@southwold.ca) or drop off in person at the Township Office located at 35663 Fingal Line, Fingal, ON.

**Please check which Station you are applying for:**

- Shedden
- Talbotville

### PERSONAL INFORMATION

|                                                                                                         |  |                                                                                                                 |             |
|---------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------|-------------|
| APPLICANT'S NAME (FIRST, LAST)                                                                          |  | EMAIL ADDRESS                                                                                                   |             |
| STREET ADDRESS                                                                                          |  | CITY                                                                                                            | POSTAL CODE |
| TELEPHONE NO (HOME)                                                                                     |  | TELEPHONE NO. (CELL)                                                                                            |             |
| ARE YOU LEGALLY ELIGIBLE TO WORK IN CANADA?<br>YES <input type="checkbox"/> NO <input type="checkbox"/> |  | HAVE YOU EVER WORKED FOR THE TOWNSHIP OF SOUTHWOLD?<br>YES <input type="checkbox"/> NO <input type="checkbox"/> |             |

### EDUCATION

**(ENTER LAST YEAR COMPLETED)**

|                         |                         |                  |
|-------------------------|-------------------------|------------------|
| SECONDARY SCHOOL        | 9   10   11   12   OAC. | NATURE OF COURSE |
| COLLEGE/UNIVERSITY      | 1   2   3   4   5       |                  |
| DEGREE/DIPLOMA OBTAINED |                         |                  |

## EMPLOYMENT

(Beginning with your present employer, please list separately, all jobs you have held including part-time positions. You may wish to attach a resume.)

|                  |          |             |                                          |
|------------------|----------|-------------|------------------------------------------|
| COMPANY NAME     |          |             | PRESENT/LAST POSITION                    |
| STREET ADDRESS   |          |             | PERIOD OF FROM YR MO TO YR MO EMPLOYMENT |
| CITY             | PROVINCE | POSTAL CODE | NAME OF SUPERVISOR                       |
| TYPE OF BUSINESS |          |             | REASON FOR LEAVING                       |
| COMPANY NAME     |          |             | PRESENT/LAST POSITION                    |
| STREET ADDRESS   |          |             | PERIOD OF FROM YR MO TO YR MO EMPLOYMENT |
| CITY             | PROVINCE | POSTAL CODE | NAME OF SUPERVISOR                       |
| TYPE OF BUSINESS |          |             | REASON FOR LEAVING                       |

## FIREFIGHTING EXPERIENCE

DO YOU HAVE PREVIOUS FIREFIGHTING EXPERIENCE?

YES

NO

IF YES, PLEASE COMPLETE THE FOLLOWING:

WHERE WAS THE FIREFIGHTING EXPERIENCE OBTAINED?

ANOTHER FIRE DEPARTMENT \_\_\_\_\_

INDUSTRIAL ORGANIZATION/FIRE \_\_\_\_\_

NATURAL RESOURCES

OTHER \_\_\_\_\_

## DRIVING EXPERIENCE

DO YOU POSSESS A VALID DRIVER'S LICENCE?

YES

NO

WHAT DRIVER CLASS DO YOU POSSES? \_\_\_\_\_

HAVE YOU HAD ANY EXPERIENCE OR TRAINING IN DRIVING HEAVY VEHICLES?

YES (EXPLAIN BELOW)

NO

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## RELATED SKILLS

INDICATE SKILL LEVEL BY CHECKING APPROPRIATE BOX BELOW AND GIVE EXPLANATION WHERE INDICATED.

- |                      |                                                                                                                                                                                       |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SKILL LEVEL 0</b> | NO EXPERIENCE OR TRAINING                                                                                                                                                             |
| <b>SKILL LEVEL 1</b> | SOME FAMILIARITY AND COMPETENCE HAS BEEN ACQUIRED THROUGH PERSONAL EXPERIENCE, HIGH SCHOOL COURSES OR OTHER TRAINING OF AN INFORMAL NATURE.                                           |
| <b>SKILL LEVEL 2</b> | SKILLS ARE AT AN ADVANCED LEVEL, ACQUIRED THROUGH EXTENSIVE PERSONAL INVOLVEMENT AND/OR POST SECONDARY COURSES.                                                                       |
| <b>SKILL LEVEL 3</b> | A TRADE LICENCE OR RECOGNIZED CERTIFICATE IS HELD, OR SIGNIFICANT PROFESSIONAL EXPERIENCE HAS BEEN ACQUIRED. PLEASE INCLUDE COPIES OF LICENCES OR CERTIFICATES WITH YOUR APPLICATION. |



# SKILLS TABLE

|                                                     | 0                        | 1                        | 2                        | 3                        |
|-----------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| MECHANICAL - APPLIANCE / OFFICE / MOTOR / EQUIPMENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PUMPS, VALVES, SPRINKLER SYSTEMS                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BREATHING APPARATUS                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ELECTRICAL SYSTEMS                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ELECTRONIC SYSTEMS / COMPUTER TECHNOLOGY            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CLIMBING SKILLS                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| WORKING FROM HEIGHTS                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| RESCUE PROCEDURES, i.e. NURSING, LIFEGUARDING       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| KNOWLEDGE OF FIRE SAFETY PRACTICES                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OCCUPATIONAL HEALTH & SAFETY                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BUILDINGS - INSPECTION / MAINTENANCE / DESIGN       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| READING BLUEPRINTS / DIAGRAMS / CHARTS              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ATHLETICS / SPORTS / FITNESS                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| COACHING / TEACHING / RECREATION LEADERSHIP         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

FIRST AID COURSE - HOLD CURRENT CERTIFICATE  YES  NO  
 EXPIRY DATE: \_\_\_\_\_