

# STUDENT CADET INFORMATION GUIDE



**GREENSTONE FIRE & EMERGENCY SERVICES**

## INTRODUCTION FROM THE CHIEF

Thank you for your interest in becoming a Student Cadet with Greenstone Fire & Emergency Services. Being a member of the fire service is a unique and rewarding experience like no other. There is much to be gained in this environment that challenges you to learn, perform and grow professionally. The field is continuously evolving, offering ample opportunities for skills development, experience, and industry recognized certifications.

GFES operates four fire stations with 14 front-line apparatus and approximately 50 members, with room for many more! The core services provided are fire suppression, automobile extrication/rescue, shore based water/ice rescue, wildland fire suppression, and hazardous materials response. The service receives between 150-200 calls for service annually on average between all stations.

There are exciting things coming to GFES that are tremendous opportunities for new members. GFES is currently working towards developing in-house programs for National Fire Protection Association certification, exploring options for DZ class drivers licence training, first aid certification, incident management, and other continuous learning opportunities.

As a Student Cadet, you will begin to experience the world of emergency services and become familiar with the fire department. There will be opportunities to participate in training, events, and assist in operations. This is a great way to earn valuable certifications, skills, experience, and be compensated for it. This program is meant as a bridge to becoming a Volunteer Firefighter with the service once you meet the eligibility requirements.

With opportunity comes commitment. The expectation of this role is that you actively participate in opportunities that are offered. It is expected that you will participate in training in order to meet legislative and departmental requirements. There is a fair time commitment required in order to be successful in this role and get the most out of the experience. Beyond participating, you are expected to conduct yourself as a role model not only within your team, but also in public as you will become known in the community as a member of the fire service.

The team environment is very positive. This role challenges members to work together in stressful, fast paced environments to achieve common goals. You will become very close with your team members and have many common experiences. This is a great way to meet good people.

This guide was developed to help you understand the requirements and expectations of the role.

**Please read this guide thoroughly so that you clearly understand the steps in the recruitment process and expectations of you as a member.**

Thank you, and I look forward to welcoming you as a member in the near future!



Adam Lopatka, Fire Chief

## **MINIMUM REQUIREMENTS FOR MEMBERSHIP ELIGIBILITY**

To be considered, all applicants must provide the following:

1. Be at least 16 years of age, but not have reached 18 years of age.
  - You may apply up to 6 months before you turn 16 for consideration.
2. Actively registered in and attending secondary school or an equivalent alternative learning program. Must continue to attend as a requirement to continue membership. Once you are at least 18 years of age or completed graduation requirements, you may be eligible to apply to become a regular member (firefighter).
3. Not have a criminal record. You will be required to complete a self-declaration with your parent/guardian at a minimum. If you seek a co-op placement or would like to participate in certain public education activities, a Vulnerable Sector Check may be required.
4. Ability to perform physically demanding tasks. You will be required to complete a self-declaration with your parent/guardian indicating you understand the physical demands of the role and have the ability to complete them.
5. Demonstrate proficiency of the English language, both verbally, and in writing. Accomplished by completing this application document and participating in an interview.
6. Proof of residency within the Municipality of Greenstone. Your station assignment will be the nearest to your residential address. You must have the ability to report to your station for training and/or other duties.

### **OTHER DESIRABLE SKILLS/KNOWLEDGE**

- First Aid and CPR certification/training
- Working towards obtaining an Ontario Drivers Licence
- Demonstrated commitment. (i.e. volunteer service)
- Previous work experience
- Proficiency in other languages

### **CONDITIONS OF MEMBERSHIP**

- Continue to be registered in and attend secondary school studies or equivalent alternative learning program
- Ability to successfully complete all required training programs and demonstrate proficiency in all required activities
- Maintain a clean criminal record
- Maintain attendance levels in accordance with department requirements
- Adhere to all departmental rules, regulations, and operating guidelines

## ORGANIZATION

A typical Fire Department is comprised of a variety of divisions and functions. Firefighters are often required to fulfill responsibilities within several divisions and functions.

### **Administration:**

- Budget, reports, records, planning and policy development

### **Fleet and Equipment:**

- Purchase and maintenance of apparatus, equipment, and communication services

### **Suppression or Operations:**

- Prevent, control and extinguishment of fires
- Investigate fires
- Perform rescue and salvage operations
- Respond and assist at such emergencies as may be required
- Pre-plan

### **Fire Prevention:**

- Conduct inspections
- Enforce prevention laws (federal, provincial, and municipal)
- Examination of plans
- Public education functions

### **Training:**

- Administer training programs relative to the services delivered
- Prepare and conduct examinations of members

## TRAINING AND PARTICIPATION

The fire service has evolved into a public safety agency providing highly technical and diverse services. The general public has come to rely on the Fire Department as the “first responder” not only when life and property are threatened, but for other problems as well.

To ensure that all members of the Fire Department are prepared to deliver the best level of services required, training standards have been developed to provide each member with the needed skills, knowledge, and abilities necessary to deliver fire and emergency services to the citizens of the municipality.

### **Regular training nights at stations are:**

Beardmore – 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month  
Geraldton – 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month  
Nakina – Every Wednesday  
Longlac – Alternating Tuesday Evenings

Additional training requirements or optional opportunities may be a part of or in addition to regular training nights. New members should plan to participate in most or all scheduled training nights at least until they become fully certified.

### **Minimum Training Requirements**

1. Upon being offered and accepting membership, there are online modules that must be completed covering basic expectations of the Municipality, and health and safety topics.
2. First Aid courses are offered periodically by the fire department. You will be expected to obtain at least Standard First Aid with CPR level C (or CSA Intermediate level) early in your membership.
3. Other ongoing training opportunities as offered or prescribed.

Training is provided in accordance with accredited standards.

## **MEMBER POSITION PROFILE – STUDENT CADET**

### **1. General Statement of Duties:**

- Physically and mentally capable and able to actively participate in non-high hazard fire department operations, training, and prevention activities.

### **2. Summary of Duties, Responsibilities, and Working Conditions:**

- Covered by the Workplace Safety and Insurance Board
- Must maintain a reasonable level of health and fitness
- Must be committed to continuous training in fire suppression, prevention, public education, and emergency first aid procedures
- For reasons of safety, facial hair that may affect the integrity of the face piece seal of self-contained breathing apparatus, i.e. beards, bushy moustaches, and long sideburns, is not permitted
- Tasks include routine duties in the maintenance of firefighting equipment and property, carrying out of specific orders and directions as received from a superior officer in the normal course of maintenance duties, training, and firefighting
- Must obey the orders of the officer in charge, share in the work that is required resulting from emergencies, around the fire stations, and when otherwise on duty
- Must refrain from using offensive statements or language on duty in public
- Must be loyal to their fellow firefighters, officers, and the department and at all times conduct themselves in a professional, compassionate, and sensitive manner, remembering that they are in the eyes of the public while on duty or when wearing identifiable department clothing while not on duty.
- Must actively attend and participate in training opportunities

### **3. Distinguishing Features of the Job:**

- Participates in training, public education, fire prevention, and emergency support events
- Reports directly to the Chief Fire Official on all observed fire/life safety matters
- Reports equipment deficiencies to Station Officer(s)
- Completes regular inspection of assigned protective equipment and station wear
- Demonstrates responsibility for rapidly and efficiently performing various duties
- Carries out specific orders and directions, as received from a superior officer, in the normal course of operations
- Follows all Standard Operating Guidelines, directives, and department policies to enhance personal safety and comply with the requirements of the Occupational Health and Safety Act

### **4. Examples of Work:**

- Ensures the safe operation of all department equipment
- Assists with Fire Department pre-planning as required
- Performs such duties as required to further advance public information, public safety, and public relations within the department
- As assigned, performs various maintenance and cleaning tasks on apparatus and equipment following an emergency
- Participates in training as required

- Ensures compliance with all health and safety matters in accordance with the Corporation's Health and Safety Manual and the Occupational Health and Safety Act and Regulations

**5. Required Knowledge, Skills, and Abilities:**

- Critical thinking and problem solving skills
- Mechanical aptitude
- Positive attitude
- Willingness to learn
- Ability to react quickly and remain calm in stressful situations
- Conscientious, dependable, co-operative, able to follow directions given

## **SELECTION PROCESS**

The selection process will consist of the following components:

Stage 1: Application Submission and Review

Stage 2: Interview and References

### **Stage 1: Application Submission and Review**

All applicants are required to submit an Application Form or resume with the same information, completed Medical Self-Declaration, completed Criminal History Self-Declaration, and completed Student Cadet Membership Terms form.

Applications will be reviewed by Administration. If the station is at or near capacity, priority will be given to those best suited to meet the needs of the department.

A review of applications will be conducted, and selected applicants will have the opportunity to advance to Stage 2 of the selection process.

### **Stage 2: Interview and References**

Interviews for the membership positions will be conducted by Administration. You may be required to bring documentation to support your application or any claims made in it.

The references provided will be contacted and asked a series of questions regarding your intentions in joining the department, suitability for the role and ability to perform expectations. As this is a position of trust that works in a team environment, there are also questions related to team dynamics, reflection on the organization, and integrity of physical access and information security.

## **SELECTION & ACCEPTANCE**

The selection of applicants is based on qualifications and the ability and availability to perform the expectations of the role as determined by the results of the recruitment process. The successful applicants will be contacted.

**You can submit your application by:**

Uploading to: **[www.greenstone.ca/joinfire](http://www.greenstone.ca/joinfire)**

Emailing: **fire@greenstone.ca**

Dropping it off at:

Greenstone Administration Office - 1800 Main Street, Geraldton  
Beardmore Ward Office - 285 Main Street, Beardmore  
Longlac Ward Office - 105 Hamel Avenue, Longlac  
Nakina Ward Office - 200 Centre Avenue, Nakina

**THANK YOU FOR CONSIDERING JOINING  
Greenstone Fire & Emergency Services**

## **CANDIDATE APPLICATION CHECK LIST**

To apply, you need to submit:

1. **Application** (signed, dated, and fully completed)
2. **Medical Self-Declaration** (signed, dated by applicant and parent)
3. **Criminal History Self-Declaration** (signed, dated by applicant and parent)
4. **Student Cadet Membership Terms** (signed, dated by applicant and parent)