



# Parkville Volunteer Fire Department **APPLICATION PACKAGE**



**Pride | Courage | Passion | Teamwork**



[parkvillefirerescue.ca](http://parkvillefirerescue.ca)



## THE NATURE OF OUR BUSINESS

The fire and rescue service is one of the most diverse and challenging professions known today. It is this diversity that inspires men and women to enter the service; as volunteer paid on-call firefighters or career employees. Imagine having to train to prepare yourself to cope with situations ranging from structure fires to motor vehicle accidents to hazardous chemical spills to heart attacks, and almost any other emergency in between. These skills may be needed seven days a week, in any kind of weather and very often under stressful and emotional circumstances. For these reasons, firefighting is a personally rewarding profession.

Our primary goal is to protect the public. This is accomplished in two ways:

- To prevent fire and other emergencies from occurring. This is done through fire prevention, inspections, fire safety education and code enforcement programs.
- To prepare ourselves to control fire emergencies and other emergencies. This is done through education, training, pre-incident planning, more training, state-of-the-art equipment, and more training. We are a paramilitary profession, working in a "hurry up and wait" environment.

This business is not for everyone. You need more than just a desire to help people; you also need courage, dedication, assertiveness, a willingness to learn new skills, face new challenges, and the ability to work in a team environment. The fire and rescue service is not for the meek or for those not able to control their emotions during a crisis. Our service is one that calls on its members to perform hot, sweaty, dirty, strenuous work, often in uncertain and hazardous environments.

The personal rewards and satisfaction received from the fire and rescue service are often beyond description. There is a sense of accomplishment after controlling a building fire, joy and elation when a child is rescued, compassion for accident victims, and fulfillment in teaching fire safety.

The bottom line in our business is measured by the loss of life, pain and suffering and property damage we have prevented or reduced. We exist and are prepared for one reason only, to provide service to the community. If you feel you have what it takes, you are welcome to join.

# OVERVIEW

## PROFILE

The Parksville Volunteer Fire Department is a combination career and volunteer paid on-call service made up of five career, one administrative staff and up to 44 volunteer members. Fire, rescue, backup emergency medical services, along with all other services are provided to the citizens of Parksville Fire Protection Area from the fire hall at 160 Jensen Avenue West. The fire protection area encompasses the City of Parksville and contract areas within the Regional District of Nanaimo which include San Pareil, Morningstar, Columbia Beach, French Creek, and Fourneau Road, Wildgreen Way and Martindale Road. The population of the fire protection area is about 19,000, increasing substantially in the summer months.

## MISSION

*The Parksville Volunteer Fire Department strives to protect and support the community by providing outstanding service in the areas of fire suppression, emergency response, member training, fire prevention, public education and charitable community service. (2014)*

## ORGANIZATION

The fire department operates under the direction of the Fire Chief who is responsible to the Mayor and Council through the Chief Administrative Officer of the City of Parksville.

In order to deliver the services needed to accomplish the department's mission, the department is organized into three major divisions:

**Operations** - responsible for the delivery of emergency services for fire and rescue, as well as backup emergency medical services.

**Fire Prevention** - responsible for inspections, plan reviews, permits, investigation and public education.

**Training** - responsible for achieving and maintaining the skills and expertise to accomplish the department's mission.

## OPERATIONS

The Parksville Volunteer Fire Department responds to about 500 calls for service each year, such as structure fires, grass fires, rescues and auto extrication, and backup for emergency health services. The department also responds to burning complaints, reports of hazardous situations, along with a variety of other public service requests.

## **FIREFIGHTERS**

Volunteer paid on-call firefighters are the backbone of fire and rescue operations through direct participation in all aspects of service delivery and training, including incident response and the operation of all apparatus and equipment. Men and women between the ages of 19 and 60 who are in good physical condition and have the desire to participate in emergency fire and rescue activities are eligible to apply.

The department also accepts up to four junior members at one time. Youth between the ages of 16 and 18 may apply for the junior member program.

## **EXAMPLES OF DUTIES**

Without restricting the general nature and scope of the work, the following are examples of work that may be expected of the classification:

- Be prompt at all meetings and practices.
- Familiar with and abide by fire department procedures, rules and regulations.
- Familiar with the handling, care and maintenance of all department equipment.
- Always carry radio pager when in the Parksville Fire Protection Area. Attend promptly when the alarm is sounded.
- Lay and connect hose, direct water streams, raise and climb ladders, use portable extinguishers, self-contained breathing apparatus, and all other firefighting, rescue and safety tools and equipment.
- Search for and rescue persons from danger and administer first aid to the injured.
- Ventilate premises to release heat and smoke; place salvage cover to prevent water damage.
- As assigned, drive and operate motor driven firefighting equipment.
- As assigned, receive and record telephone and other types of emergency alarms and dispatch apparatus, equipment and manpower.
- Remain at the scene of an emergency or call-out unless given permission to leave by the officer in charge.
- Return to the hall after calls and practices to assist in cleaning of equipment and ensuring the apparatus and equipment are ready for the next alarm; report the loss or damage of apparatus or equipment.
- Clean and maintain own equipment and ensure it is ready for use.
- Ensure name has been recorded on the attendance sheet for alarms and practices.
- Serve on any committee to which elected or appointed.
- Make recommendations to the Fire Chief for the greater good of the department.

# QUALIFICATIONS

## MINIMUM QUALIFICATIONS

Completion of Grade 12 or equivalency certificate  
Physically fit  
Class 5 BC driver's licence  
Safe driving record (more than 6 points is undesirable)  
Effective written and verbal communication

## DESIRABLE QUALIFICATIONS

Class 3 driver's licence  
Air brake endorsement  
Familiar with two-way radio communications/radio operator's licence  
Familiar with building construction  
Familiar with operation of heavy equipment  
Post-secondary education  
Volunteer community work  
Previous firefighting experience

## SUBMISSION OF APPLICATION

Please submit fully completed application in one of the following ways:

- Scan and email to [fire@parksville.ca](mailto:fire@parksville.ca) or
- Call the firehall to make an appointment for in-person dropoff, 250 248-3242.

Please also have upon request the following:

- Photocopy of all relevant certificates and driver's licences.
- Copy of a motor vehicles (ICBC) [driver's abstract](#).
- Copy of a criminal record check from the Oceanside RCMP Detachment.  
(see **Part 5: Criminal Record Check** section of application).



# APPLICATION

## Volunteer Paid On-Call Firefighter

Part 1: PERSONAL INFORMATION			
Last Name	First Name	Middle Name	DOB (mm/dd/yyyy)
Street Address	City	Province	Postal Code
Email Address			
Home phone	Mobile phone	Work phone	
Emergency Contact	Relationship	Emergency Contact Phone	

Part 2: EMPLOYER INFORMATION		
Current Employer	Phone	Job Title
May we contact your current/previous employer for references?	Yes	No
Is your normal work in the Parkville area?	Yes	No
Would your employer allow you to respond to emergency calls during working hours?	Yes	No
What are your regular hours of work?		
Are you legally eligible to work in Canada?	Yes	No
If accepted by the Parkville Volunteer Fire Department, you are required to attend Monday or Tuesday evening practices year-round, (7 to 9:30 pm). Also, as a new recruit there are additional training weekends to be scheduled in the first year. Can you meet these requirements?	Yes	No



# APPLICATION

Volunteer Paid On-Call Firefighter

## Part 3: EDUCATION / SKILLS / QUALIFICATIONS

<b>Do you hold a Grade 12 diploma or equivalent?</b> If No, please list levels completed:		Yes	No
<b>Are you able to understand oral and written English?</b>		Yes	No
<b>Do you possess a valid Class 5 BC driver's licence?</b>		Yes	No
<b>Are you certified for any of the following?</b>			<b>Certification expiry date</b> <i>(mm/dd/yyyy)</i>
Air brake certification	Yes	No	
First aid certificate Level:	Yes	No	
CPR C certificate	Yes	No	
<b>Please describe your fitness level:</b>			
<b>Special skills:</b> Do you have any other special skills, which would be of value to the Parkville Volunteer Fire Department (e.g. sports, trades)? If so, please describe them below.			



# APPLICATION

## Volunteer Paid On-Call Firefighter

### Part 4: VOLUNTEER / CAREER FIREFIGHTING, MILITARY OR POLICE EXPERIENCE

**Current volunteer organizations:**

**Previous volunteer organizations:**

**Current or previous firefighting experience:**

**Current or previous military or police experience:**

**Other experiences:** Do you have other experiences which would be of value to the department?

### Part 5: CRIMINAL RECORD CHECK

**Have you been convicted of a criminal offence?**

If **Yes**, please describe:

**Yes**

**No**

**PLEASE NOTE: New request process due to COVID-19.**

As part of the application process, you must provide a criminal record check (CRC). Upon receipt of this application, a volunteer letter of referral will be provided to submit with your request for a CRC to the RCMP in order to waive the processing fee.

CRC forms may be obtained on our [website](#). These forms, copy of driver's licence (picture ID) and the volunteer referral letter should be scanned and emailed to [Oceanside\\_admin@rcmp-grc.gc.ca](mailto:Oceanside_admin@rcmp-grc.gc.ca). Your CRC will be ready within two weeks at the Oceanside RCMP Detachment, Monday to Friday, 8:30 am to 4:30 pm. Picture ID is required at pick-up.



# APPLICATION

## Volunteer Paid On-Call Firefighter

### Part 6: HOW DID YOU HEAR ABOUT US? *Check all that apply*

<b>Newspaper ad</b>	<b>Radio</b>	<b>Website</b> <i>(Check all that apply)</i>		
<b>Newsletter</b>	<b>PVFD member</b> Name:	<b>PVFD</b>	<b>City</b>	<b>Other</b>
<b>Online/Social Media</b> Where:	<b>Poster</b> Where:			

### Part 7: GENERAL INFORMATION

Please explain why you wish to join the Parkville Volunteer Fire Department.

### Part 8: APPLICANT'S CONSENT/DECLARATION

#### Parental/Legal Guardian Consent for Junior Membership Application

Only complete this section if the applicant is between 16 and 18 years of age. *This section is not required for an applicant who is 19 years of age or older.*

I, \_\_\_\_\_, give consent for my son/daughter, should they be selected, to participate as a Junior Member with the Parkville Volunteer Fire Department.

<b>Name (Print)</b>	<b>Signature</b>	<b>Date (mm/dd/yyyy)</b>
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#### Declaration of Applicant

I, the undersigned, hereby formally apply to enroll as a volunteer paid on-call member of the Parkville Volunteer Fire Department and do certify that all information submitted in this application is truthful and correct. I understand I will be required to have a medical examination, physical evaluation, criminal record check, and to submit a copy of my driver's abstract as part of the process of confirmation as a suitable firefighter candidate.

<b>Name (Print)</b>	<b>Signature</b>	<b>Date (mm/dd/yyyy)</b>
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We thank all applicants for their interest; however, only those candidates selected for further consideration will be contacted.

For more information, visit [parksvillefirerescue.ca](http://parksvillefirerescue.ca)

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**FOR OFFICE USE ONLY**

Date received:			Notes:
Received by:			
Junior member application:	Yes	No	