



City of North Vancouver



District of West Vancouver



District of North Vancouver

2019 Firefighter Applicant Guide

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GENERAL INFORMATION

This guide is intended to provide you with information about Fire & Rescue Services on the North Shore as it pertains to recruiting. It will help to answer any questions you may have about our required and preferred qualifications, our application process and working as a Firefighter.

Please read all the information in this guide before applying. This will give you the opportunity to learn about becoming a Firefighter, to determine whether you have all the required qualifications and to consider whether you are suited for a career in Firefighting.

The City of North Vancouver, District of North Vancouver and District of West Vancouver typically run one recruitment intake per year. Dates for the annual intake period are advertised on our webpage and applicants can only apply during this period. Recruitment numbers are based on attrition of current members and thus hiring numbers can fluctuate year to year.

FIREFIGHTING AS A CAREER

We are looking for qualified men and women who are pursuing a demanding, exciting and rewarding career in firefighting to join our team.

Today's Firefighter is a skilled professional able to face every kind of emergency. We will provide training on preferred methods for various job tasks. Through this training and experience you will learn the latest developments in firefighting, rescue techniques, medical emergency procedures and public education. We also cover such subjects as the control of hazardous materials, communication systems, fire prevention legislation and fire investigation techniques.

If you are interested in becoming a North Shore Firefighter you need to possess the following qualities:

- Teamwork and respect
- Effective communication
- Good judgement
- Motivation
- Desire and ability to learn
- Conscientiousness and personal accountability
- Honesty and integrity
- Confidence and resilience
- Problem solving ability

Working as a Firefighter you will be exposed to prolonged hours of physical and mental exertion. You will experience sleep deprivation and may be awake for up to 24 hours at a time. You will be exposed to stressful situations that will be mentally, physically and emotionally challenging.

You will work in situations that have a risk of injury or death. You will be expected to maintain a professional level of conduct both on and off the job. Your actions and behaviour may be captured and put on medial and/or social media by news teams and the general public.

We have systems in place to support and help our members due to the numerous challenges we face in this profession. We come together to look out for and support each other on and off the job. We have Critical Incident Stress Management teams that debrief and support our crews after difficult calls. We also have Employee Assistance Programs that not only support our members but also their families because we recognize that issues at work can affect family members too. You can be sure that our members are well supported.

REQUIRED QUALIFICATIONS

Applications will be screened to ensure the following qualifications have been met. If you do not meet ALL of these, please do not submit an application as it will be screened out:

- Successful completion of an approved Firefighter Training program resulting in a minimum of Firefighter Level 2 Certificate (NFPA1001).
- High School graduation.
- Transcripts demonstrating successful completion of at least one year of post-secondary education (i.e. 30 credits-academic/technical/trades) OR at least one year of accumulated work experience after high school (equivalent to full time hours), preferably in work related to the needs of the Fire Service (i.e. building construction, mechanical, driving trucks and/or large or emergency vehicles, first aid, nursing, paramedic, instructor/educator, full-time competitive athlete, etc.).
- Physically fit for the position of Firefighter and medically fit according to the standards set in NFPA 1582. It is the candidate's responsibility to review and understand these standards. At the latter stage of the process, you will be required to pass an assessment with a certified medical physician demonstrating medical fitness to perform the job of Firefighter. The assessment uses the [National Fire Protection Association – Standard on Comprehensive Occupational Medical Program for Fire Departments – \(2013\) Edition](#) (referred to as “NFPA 1582”). It is the candidate's responsibility to review and understand these standards. An on-line version of the standard can be viewed on the [National Fire Protection Association website](#) or you can purchase a complete copy from the [National Fire Protection Association](#). Please consult your physician if you have any concerns about your ability to meet this standard. The cost of the medical is assumed by the municipality.
- [University of Alberta Firefighter Fitness Testing](#) OR [University of Victoria Firefighter Fitness Testing](#).

Proof that you have passed one of the above on September 1, 2018 or later. No other physical abilities test will be accepted.

- Arrange for the completion of the test at either location.
 - Ensure that a valid certificate issued by the testing facility between September 1, 2018 and July 26, 2019 is included in the on-line application during the period that the Firefighter competition is open.
 - Book the test appointment with their chosen location well ahead of time to ensure test availability. No exceptions will be made.
- Valid BC Driver's Licence, Class 3 with air brake endorsement. Equivalent licenses from other Canadian provinces or territories are acceptable.

Contact BC Driver Services for equivalency clarification at 1-800-950-1498

- Current driver's abstract (dated no more than **60** days prior to the application closing date). This abstract should demonstrate responsible and safe driving behaviour. A current record with:
 - Not more than 6 points in the last 3 years from the date of application.
 - Ensure your abstract displays a **NORMAL** driving status. If you have a **HOLD** status, you must attach a note to your supporting documents advising us of the reason for the HOLD.
- Successful completion of and current certification in:
 - Occupational First Aid – Level 1 OR
 - Standard First Aid – Industry with CPR Level C OR
 - Emergency First Aid – Industry.
- Computer literate (i.e. proficiency in Microsoft Office and/or common software applications).
- Canadian Citizen or Permanent Resident of Canada.
- No criminal convictions related to the job of Firefighter. Please see [BC's Provincial Vulnerable Sector Criminal Records Check](#).

PREFERRED QUALIFICATIONS

- Progress towards or completion of a post-secondary education program (i.e. academic, technical or trades training).
- Higher level first aid or first responder certification such as:
 - Occupational First Aid Level 3
 - First Responder Licence Level 3 (FR)
 - Emergency Medical Responder (EMR)
 - Primary Care Paramedic (PCP)
 - Advance Care Paramedic (ACP)
- Additional Fire Service related certificates listed below:
 - Auto Extrication/Vehicle Rescue
 - Confined Space Rescue
 - Hazardous Materials
 - Technical Rope Rescue
 - Swiftwater Rescue
 - Lifesaving Certificates (Bronze Cross, Bronze Medallion, NLS)
- Demonstration of service to the community through volunteer experience, other than duties assigned as a Volunteer Firefighter (i.e. responding to calls, training etc.).

SUBMITTING AN APPLICATION

When submitting your application online, the application process comprises of various stages with instructions on each screen. You should expect the application process to take approximately 45 minutes as you navigate through the application portal. Do not wait until the final day of the competition to apply, should you encounter technical issues.

Before you apply, you will need to have the following three documents ready:

- 1. Resume**
- 2. Cover Letter**
- 3. Supporting Documents** (all supporting documents should be scanned into one document)

Consider your medical condition in accordance with NFPA1582. It is the candidate's responsibility to review and understand these standards.

The supporting documents should **INCLUDE ONLY** the following certificates in this **ORDER**:

1. Certificate with Pro Board or IFSAC seal for your Firefighter 2 (NFPA1001). A temporary document from the fire school or academy confirming your completion is acceptable. You will be required to provide your certificate once you receive it.
2. High School Certificate or Transcript.
3. Driver's Abstract (confirming a minimum of a BC Driver's Licence, Class 3 with Air Brake Endorsement (or equivalent), and issued no earlier than 60 days prior to the application closing date.
4. Certificate(s) or Transcript(s) for any Post-Secondary Education (degree, diploma, trade, non-fire-related certificate programs). Documents must clearly show the credential(s) that you received and/or the number of credits that you received. **Attainment of a Trade Qualification must be clearly indicated**, ideally on an ITA transcript, or on a certificate of qualification.
5. Certificate(s) for First Aid/First Responder/Medical courses: (For example: Occupational First Aid Level 1, Standard First Aid – Industry with CPR Level C, Emergency First Aid – Industry, OFA 3, FMR 3, EMR, EMR Bridging, PCP, EMR Licence, PCP Licence, nurse or doctor.)
6. Proof that you have passed one of the following on September 1, 2018 or later. No other physical abilities test will be accepted:
 - University of Alberta Firefighter Fitness Testing
 - University of Victoria Firefighter Fitness Testing
7. Completed [Volunteer Experience Verification Form](#), confirming your volunteer experience, OTHER THAN SERVING AS A VOLUNTEER FIREFIGHTER, including the number of hours and length of volunteer experience.
8. Certificates or Transcripts for **ONLY** the following Fire Specific courses in the following order. Even if you are not certain that your credentials are equivalent to these standards, please submit your certificates and we will assess them:
 - Auto Extrication/Vehicle Rescue (NFPA 1006/FS160/FS161)
 - Confined Space Rescue* (NFPA 1006)
 - Hazardous Materials** (NFPA 472)
 - Technical Rope Rescue* (NFPA 1006)
 - Swiftwater Rescue* (NFPA 1006)
 - Lifesaving (Bronze Cross and/or Bronze Medallion and/or Instructor and/or National Lifeguard Service Award)

****Operations and Technician level certifications are given equal consideration for Confined Space Rescue, Technical Rope Rescue, and Swiftwater Rescue.***

***** The Technician level certification is regarded as a higher-level certificate for Hazardous Materials.***

SELECTION PROCESS

You will be contacted by e-mail if you are shortlisted to participate in the next stage. Only candidates with the minimum required qualifications and whose applications are regarded as complete will be considered for advancement to the following stages:

Written Test

The written test is a series of multiple-choice questions. We use a test provided by the International Public Management Association for Human Resources (IPMA-HR). You may be tested on your ability to understand written information; perform basic math; understand mechanical principles, maps and diagrams; and your situational judgment. You will not be tested on firefighting specific knowledge. A study guide is available at the [IPMA HR website](#) to help you prepare for the written test.

Tri-Municipal Recruit Assessment Day

The Tri-Municipal Recruit Assessment Day will consist of a number of evolution stations with representatives from each of the three municipalities.

Station Orientation

Following the Tri-Municipal Recruit Assessment Day, each municipality will proceed separately in selecting candidates from this pool to advance in their individual process. It is possible that some candidates may advance in the process for more than one of the three municipalities.

Station Orientation will include various physically challenging components at the City of North Vancouver, District of North Vancouver and District of West Vancouver.

The following are a sample of components* that will be included:

- Aerial Ladder Climb
- Confined Space
- Wearing swimwear: Swim 200m
- Wearing jeans and a t-shirt: Complete a 50m rescue swim, tread water for 5 minutes and recover a brick from the 12 foot depth

****Please note that this is not an exhaustive list of the physical components which candidates will be required to complete.***

Candidate Selection

Following the station orientations, each municipality will select candidates to advance in their respective process. It is possible that some candidates may advance in the process for more than one of the three municipalities.

While each municipality will announce details at a later date, it is anticipated that:

- Some candidates will be selected to attend a panel interview.
- Some candidates from the pre-qualified pool may be shortlisted for an interview with the Fire Chief and other representatives for one or more of the three municipalities.
- Candidates may be required to complete psychometric testing, as determined by the individual municipality.
- Following the Fire Chief's interview and any further testing, some candidates may be given a conditional offer of employment or be placed on one or more eligibility lists. The conditional offer is conditional on at least (but not limited to) the four elements below:
 - Passing an assessment with a certified medical physician demonstrating medical fitness to perform the job of Firefighter. The assessment uses the National Fire Protection Association – Standard on Comprehensive Occupational Medical Program for Fire Departments – (2013) Edition (referred to as “NFPA 1582”). It is the candidate's responsibility to review and understand these standards. An on-line version of the standard can be viewed at www.nfpa.org or a complete copy purchased from the National Fire Protection Association at www.nfpa.org. Please consult your physician if you have any concerns about your ability to meet this standard. The cost of the medical is assumed by the municipality.
 - Passing a criminal record check.
 - Submitting a new driver's abstract demonstrating safe and responsible driving behaviour as at the time of application.
 - Successful completion of work related reference checks.
- Candidates who are not selected for immediate employment may be placed on an eligibility list with one or more of the municipalities for consideration for future employment opportunities. Each municipality will confirm separately the conditions for remaining on their eligibility list.

LIVING BOUNDARIES

Should you be hired, each of the three fire departments has living boundary requirements as follows:

City of North Vancouver (Per CNV Bylaw No. 8291)

Extended North Shore Boundaries – Suppression Division

A minimum of 70% of the total number of members, excluding Chief Officers and Floater Firefighters, (rounded to the whole number) must reside in the City of North Vancouver or in one of the following municipalities:

- District of West Vancouver
- District of North Vancouver
- Village of Lions Bay
- City of Vancouver
- Burnaby
- University Endowment Lands
- Port Moody
- Coquitlam
- Port Coquitlam
- New Westminster

Extended Boundaries – Suppression Division

After submission of a written request and with subsequent written approval of the Fire Chief, a maximum of 30% of the total number of members, excluding Chief Officers and Floater Firefighters, (rounded to the whole number) may reside in the extended areas defined as follows:

- Richmond
- Delta
- Surrey
- Maple Ridge
- Township of Langley
- City of Langley
- Pitt Meadows
- White Rock
- Squamish

Floater Firefighters – Suppression Division

Must reside in the areas as outlined in “Extended North Shore Boundaries – Suppression Division” category above.

District of North Vancouver (Per Collective Agreement with IAFF 1183)

The ten least senior Firefighters are in a relief pool and must be prepared to respond to a call to work, sometimes at short notice. All employees must reside in the District of North Vancouver or in one of the following adjoining municipalities and must continue to reside within one of these areas while in the District's employ:

- District of West Vancouver
- City of North Vancouver
- City of Vancouver
- Burnaby
- Coquitlam
- Port Moody
- Port Coquitlam
- University Endowment Lands
- New Westminster
- Village of Lions Bay
- Squamish

After submission of a written request and only with subsequent approval by the Fire Chief, a maximum of thirty percent (30%) of the total number of the employees may reside in the extended boundaries defined as follows:

- Richmond
- Delta
- Surrey
- Maple Ridge
- Langley
- Pitt Meadows
- White Rock

At the discretion of the Fire Chief, a maximum of fifteen (15%) of the total number of the employees (rounded to the higher whole number) may reside outside of the extended boundaries.

District of West Vancouver (Per the Collective Agreement with IAFF 1525)

Not less than sixty percent (60%) of the Fire Department employees shall reside in the following areas:

- West Vancouver
- North Vancouver
- Burnaby
- Vancouver
- Lions Bay
- New Westminster
- Port Moody
- Coquitlam, west of the Coquitlam River
- Squamish (including Brackendale and Garibaldi Highlands)*
- Furry Creek*
- Britannia Beach*

Upon written approval of the Fire Chief, up to forty percent (40%) of Fire Department employees shall be allowed to live in the following areas:

- Richmond
- Coquitlam, east of the Coquitlam River
- Anmore/Belcarra
- Surrey
- Cloverdale
- Aldergrove
- White Rock
- Delta
- Ladner
- Maple Ridge
- Port Coquitlam
- Pitt Meadows
- Langley
- Sunshine Coast*
- Bowen Island*
- Abbotsford
- West of a north-south line drawn north from the Sumas Border Crossing to the Highway No. 1 Sumas Exit and on to Highway No. 11 to the Fraser River.

****In accordance with and subject to other restrictions defined in the Letter of Understanding between DWV and IAFF Local 1525 dated January 26, 2016.***

FREQUENTLY ASKED QUESTIONS

What if any of my licenses expire while my application is in process?

All licenses MUST be kept current during our recruitment process. Should you advance through the recruitment stages, you will be requested to provide updated copies of your licences.

Do I need to attach all of my supporting documentation when I submit my online application?

Yes, all required documentation is required to be submitted by the closing date or your application will remain incomplete.

What if I have completed and passed a First Responder Level III course (or higher) but will not receive my license in time to submit it on my application?

If you have passed your First Responders Level III Licensing or higher and you are waiting for your Medical License card to come in the mail in order to provide your license number and expiry date, in the interim, you must contact [Emergency Medical Assistants Licensing Board \(EMALB\)](#) and ask for a letter confirming these two items and submit it in your application.

Can I apply with a Learners Class III Driver's License or higher?

No. We will not accept any form of Learners Driver's License at the time of application.

If I have a college diploma or university degree do I still need to submit my high school transcript?

Yes. You are still required to submit your high school transcript (not diploma).

What will cause my application to be screened out during the initial application process?

Every year we screen out numerous applications because of a lack of attention to detail on the candidates part when submitting the application. It is very important to read and follow all instructions that are provided to you. Common reasons for applications being screened out are:

- Applicant did not meet ALL of the required qualifications
- High school transcripts were not supplied (do not submit just a high school diploma)
- Post-secondary transcripts proving 30 credits were not supplied
- Supporting documentation is missing
- Drivers abstract missing/not within the specified time period
- Copy of First aid license not supplied
- First aid certificate supplied instead of license
- First aid license has expired
- Application received after the closing deadline

I was eliminated from last year's hiring process. Can I reapply?

The recruitment process is open to all applicants who meet the required qualifications.

Please Note: All testing throughout the recruitment process takes place on the North Shore and all applicants must attend in person.

**PLEASE RETAIN THIS INFORMATION FOR REFERENCE DURING
THE SELECTION PROCESS**

If you have any questions that have not been answered in this guide please e-mail the City of North Vancouver at:

E-mail: hr@cnv.org

Website: www.northshorefirerecruiting.ca

We will make every effort to respond to e-mails as soon as possible. We thank you for your patience, especially during the application intake period as we receive a high volume of e-mails and questions.

Please do not wait until the final date to apply. Should you encounter technical issues or have questions, you need to allow for time to have any concerns addressed.