



**Cavan Monaghan Fire Department
 Personal Management Policies**

Policy Title:	Volunteer Firefighter Recruitment Process	Policy Number	13.0
Effective Date:	March 10, 2026	Revised Date:	N/A
Date Reviewed:	N/A	Approved By:	Fire Chief, Bill Balfour

Phase 1: Recruitment & Application

13.01 | Application

- Posted publicly on the municipal website, social media platforms.
- Includes minimum qualifications, such as:
 - High School Diploma (or equivalent)
 - DZ Driver’s Licence (or ability to obtain)
 - NFPA 1001 FF I & FF II (or ability to obtain)
 - NFPA 1072 Hazmat Awareness & Operations (or ability to obtain)
 - Standard First Aid / CPR Level C (or ability to obtain)
 - Availability for training nights and emergency response (Training 2 nights per month)
 - Willingness to complete OFAI testing and recruit training

13.02 | Online Application Submission

Applicants must:

- Complete the online application
- Attach/Include a resume and cover letter
- Copies of relevant certifications (See 13.01)

13.03 | Initial Screening

Applications are reviewed for completeness and eligibility.

Verification includes:

- Residency and availability within response area
- Minimum qualifications met (See 13.01)

Phase 2: Interview & Assessment

13.04 | Panel Interview

Applicants who pass the initial screening will be invited to the panel interview. Interviews will be conducted by Senior Fire Department Staff in conjunction with Township Human Resources Staff.

Applicants shall bring two (2) professional references to their interview, including name, relationship, phone number and email address.

The interview evaluates:

- Qualifications
- Commitment to volunteer service and community engagement
- Availability and reliability for training and response
- Teamwork, communication, and safety mindset
- Alignment with department values and expectations

Outcome:

- Only top candidates will proceed to the OFAI testing phase.

13.05 | OFAI Testing Requirement

Successful interview candidates will be directed to complete at the expense of the applicant the following through the Ontario Fire Administration Inc. (OFAI) – or equivalent as approved by the Fire Chief:

1. Firefighter Aptitude Test
 - Evaluate reading comprehension, mechanical reasoning, math, and problem-solving
 - Must be successfully completed (valid for 12 months)
2. Hearing Assessment
 - Confirms auditory capability meets minimum standards for firefighting
3. Encapsulated Treadmill Test Assessment
 - Measures cardiovascular and respiratory endurance in a controlled, encapsulated environment
 - Pass/fail basis

Note: Candidates must submit official OFAI results (or equivalent as approved by the Fire Chief)

Phase 3: Offer & Onboarding

13.06 | Conditional Offer of Employment

Issued to candidates who:

- Successfully pass the OFAI testing (or equivalent as approved by the Fire Chief)
- Complete all background (vulnerable sector check and drivers abstract)
- Acceptable/Successful reference checks by the Township of Cavan Monaghan Human Resource Department

Conditions include:

- Medical clearance (if applicable)
- Successful completion of recruitment training
- Acceptance of departmental expectations and code of conduct

13.07 | Background and Medical Screening

- Valid Vulnerable Sector Police Check
- Valid Driver's Abstract Verification
- Township of Cavan Monaghan Fire Department Medical Evaluation form completed by an approved physician

13.08 | Pre-Onboarding Orientation

- Department overview: mission, values, and structure
- Orientation twice weekly for three weeks

13.09 | Uniform and PPE Issuance

- Fitting for station wear and bunker gear
- Instruction/Training on inspection, care, and proper donning/doffing

Phase 4: Recruit Training Program

13.10 | Recruit Firefighter Training

Delivered in-house or through a regional academy (e.g., EOETA).

Curriculum follows NFPA 1001 Firefighter I & II, including:

- Fire behavior, SCBA, ladders, hose & water supply
- Search and rescue, scene safety, basic medical, radio operations
- Combination of classroom, hands-on, and online learning

13.11 | Skill Sign-Off and Evaluation

- Practical assessments and written exams
- Recruit training log completion
- Mentorship and performance feedback

Phase 5: Deployment to Active Duty

13.12 | Probationary Assignment

- Assigned to home station and captain
- Participates in ongoing training and emergency response
- 12-month probation period
- Evaluated on attendance, attitude, and skill performance

13.13 | Entering Active Service

- Initial duties may include:
 - Hydrant setup
 - Scene lighting
 - Tool retrieval
- Ongoing mentorship and integration into crew

13.14 Approval and Authorization

This operating guideline has been reviewed and approved and is hereby authorized for implementation within the Cavan Monaghan Fire Department.

Approved By: Fire Chief, Bill Balfour

Date Approved:

Signature: