



## **Be an Otter Point Volunteer Fire Fighter If not you, who will?**

Would you like to become a part of an active volunteer fire department?

Would you like to make new friends and take part in community activities?

Would you like to receive free training in:

- fire fighting
- fire prevention
- first aid
- rescue
- driving
- leadership

Not only will the experience enable you to help your friends and neighbours, but you will be better able to help your own family in an emergency.

Work with 'State of the Art' equipment and receive training to international standards. The services that the Otter Point Volunteer Fire Department provides to the community include fire suppression, fire prevention, motor vehicle accident assistance, rescue, public assists and in conjunction with BC Ambulance Service, medical First Responders.

### **Volunteer Qualifications**

- Live within the Otter Point Fire District
- Minimum age: 19 years
- Must pass a criminal record check
- Good physical condition and health
- Valid BC Driver's License
- Able to attend weekly Thursday evening training sessions

Additional Qualifications Helpful but not required:

- Class 1, 2, 3 or 4 driver's license
- Air brake endorsement
- Fire related courses, eg: NFPA 1001, 1002 etc
- Previous fire or emergency services experience
- Ability to respond to daytime emergencies
- Advanced first aid training

Although previous experience and/or training are welcome, none is required. All required training is provided by Otter Point Fire. As well as the regular training sessions, firefighters have the opportunity to actively participate in additional training/courses to enhance their skills and knowledge.

The Otter Point Volunteer Fire Department has a probationary period for all new members of six months.

Otter Point Volunteer Fire offers no obligation information and orientation sessions for all new and prospective volunteer applicants. You and your partner are encouraged to attend a session where you can learn what it takes to become a volunteer firefighter in the community.

Being a volunteer firefighter is an extremely rewarding and fulfilling opportunity. You will be challenged both mentally and physically on a regular basis.

If you meet these qualifications and would like to join or want more information please contact us by phone (250) 642-6211 or by e-mail to the [Chief@otterpointfire.bc.ca](mailto:Chief@otterpointfire.bc.ca)

You can also download our application package, fill out the application form and drop it off at the fire hall at 3727 Otter Point Road.



## OTTER POINT VOLUNTEER FIRE DEPARTMENT

3727 Otter Point Road, Sooke, B.C., V9Z 0K1

Phone: (250) 642-6211, Fax: (250) 642-2673

www.otterpointfire.bc.ca

### APPLICATION FOR VOLUNTEER POSITION WITH THE OTTER POINT VOLUNTEER DEPARTMENT

**Surname:** \_\_\_\_\_ **Given Names:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Postal Code:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Mobile Phone:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

*Office Use Only*

**Date Updated:** \_\_\_\_\_

#### PERSONAL INFORMATION

**Birth Date:** M \_\_\_\_ D \_\_\_\_ Y \_\_\_\_ **SIN#:** \_\_\_\_\_

#### Emergency Contact:

**Contact Name:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

#### Residency:

How long have you resided: at current address \_\_\_\_\_ in this area \_\_\_\_\_

Where did you previously reside? \_\_\_\_\_ For how long? \_\_\_\_\_

#### Physical/Medical:

Do you have health issues or physical impairments which could affect your fire fighting abilities? Y\_\_ N\_\_

#### Hobbies and Interests:

What do you do in your spare time? \_\_\_\_\_

Are you involved in any sports activities? \_\_\_\_\_

Is your family supportive of your application? \_\_\_\_\_

**Education**

Last Grade Completed: \_\_\_\_\_ Year Completed: \_\_\_\_\_

Post Secondary: \_\_\_\_\_ Year Completed: \_\_\_\_\_

Technical or Trade: \_\_\_\_\_ Year Completed: \_\_\_\_\_

**Employment Information**

Current Occupation: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Name of Supervisor(s): \_\_\_\_\_

Work Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you work shift work? Yes \_\_\_\_\_ No \_\_\_\_\_ Hours of Work: \_\_\_\_\_ to \_\_\_\_\_

Date started current employment: \_\_\_\_\_

Will your current employer allow you to attend calls during work hours? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain details: \_\_\_\_\_

**Volunteer Work:**

Organization: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_

Organization: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_

Organization: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_

**Driver's License Information:***Please attach a copy of your driver's license and drivers abstract to this application.*

License #: \_\_\_\_\_ License Class: \_\_ Air Brakes: Yes \_ No\_ Restriction Numbers: \_\_\_\_\_

Any points on your license? Yes \_\_ No\_\_ If yes, how many? \_\_\_\_ Ever suspended? Yes \_\_ No\_\_

Do you have reliable transportation? Yes \_\_ No\_\_

*NOTE: A driver's abstract with more than six points in the last three years or a major infraction may disqualify you from the application process.***Availability:**

What time of the day would you normally be available to attend calls or training activities?

Daytime: \_\_\_\_\_ Night time: \_\_\_\_\_ Weekends: \_\_\_\_\_

Training sessions are held every Thursday night from 7:00pm to 9:30pm and on occasional weekends.

Can you make this commitment? Yes \_\_\_ No \_\_\_

This department participates in a number of other community related activities to promote public awareness of the fire department and fire safety. This means additional hours of volunteer time from our members.

Are you willing to support and participate in these activities? Yes \_\_\_ No \_\_\_

**Specialized Training**  
*Please list any specialized course, training, or past experience related to the fire service*

	YES – Details	NO
First Aid or First Responder		
CPR/AED		
Rescue Training		
Leadership Training		
Public Education Training		
Firefighting	<b>Years served:</b> _____ <b>Rank or Position:</b> _____ <b>Fire Department Name:</b> _____	

**Any other relevant training:** *(Swimming, coaching, SCUBA, etc)*

\_\_\_\_\_

\_\_\_\_\_

**Personal References:**

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Have you ever been convicted under the criminal code? Yes \_\_\_ No \_\_\_

Details of any criminal record: \_\_\_\_\_

\_\_\_\_\_

I agree to complete a criminal record check through the RCMP.

*NOTE: A criminal record may disqualify you from the application process.*

**Authorization:**

I hereby authorize the Otter Point Volunteer Fire Department to review and authorize each character reference, employer and educational institution as named above to provide any information about myself in regards to this application.

I certify that the above information provide is correct and true to the best of my knowledge and I understand that falsifying any information on this application is justifiable cause for my immediate dismissal from the Otter Point Volunteer Fire Department.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please ensure that you have completed the application in full. As part of the application process the following documents will be required:**

**Copy of your driver's license  
Copy of your driver's abstract  
and if applicable, copies of  
Certificate of graduation or GED,  
Post secondary certificates or diplomas  
Specialized training or related certificates**

**Office Use Only – Do Not Write In This Space:**

Application Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Interviewers: \_\_\_\_\_

Application Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Chief's Signature: \_\_\_\_\_



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### LETTER OF EXPECTATION FOR NEW MEMBERS OF THE OTTER POINT VOLUNTEER FIRE DEPARTMENT

- You must complete an application form and a verbal interview.
- You must agree to a criminal record check with no relevant record being found.
- You must provide a driver's license number and agree to have a driver's abstract performed.
- You must attend and actively participate in regular Thursday night practices from 7:00 - 9:30 PM. A minimum of 70% attendance is required at practices. A phone call with a legitimate reason (i.e. work, sickness, holidays, etc) to the chief or one of the officers is required if you will not be attending practice.
- You will be issued the appropriate turnout gear and safety equipment as soon as it is available (usually the first night). You will receive training in the use of the turnout gear and safety equipment including SCBA. Firefighter safety is the Otter Point Fire Department's number one priority.
- Training other than Thursday nights may include some weekends here, some outside training and self-study. Some of this training is certified and some is not.
- You will receive training in all aspects of firefighting that pertains to our district. We train to the NFPA 1001 Firefighter Level II standard and to meet all the requirements of the BC standards as appropriate to our department's level of service. The Otter Point Fire Department strives to keep up to date with the latest fire science research and its application in the fire service.
- You will receive First Aid Training to the level of First Responder Level III.
- After a few months of regular attendance with active participation, and at the appropriate stage in your training you will be issued a pager and may begin to respond to calls.
- The probationary period is six months.
- In some cases the probationary period may be extended beyond six months.
- At the end of the six-month probation period, you may be issued a key to the hall and the alarm code. At this time, you must become a member of the Otter Point Volunteer Fire Fighters Association and be voted in by the association membership.
- After a number of years of active, enthusiastic participation, training in air brakes and a Class 3 driver's license may be provided through the fire department.
- Opportunities for advancement to officer positions are available to all who show the enthusiasm, participation, skill level and desire to serve as an officer.

I, \_\_\_\_\_, **HAVE READ AND UNDERSTAND THE REQUIREMENTS OF THE OTTER POINT VOLUNTEER FIRE DEPARTMENT AND THE OPPORTUNITIES AVAILABLE, AND AGREE TO ABIDE BY THESE EXPECTATIONS.**

**SIGNED** ( \_\_\_\_\_ ) **DATE** ( \_\_\_\_\_ )

**WITNESS** ( \_\_\_\_\_ ) **DATE** ( \_\_\_\_\_ )