



## Recruit Program

### Definitions

**Recruit Level One:** A Recruit Level One shall mean a person appointed as a member of the Department who is on probation for a period of 12 months from the date of appointment and which, during the 12 month probationary period, the member is required to complete such training, evaluations and examinations as may be required by the Fire Chief.

**Recruit Level Two:** The Recruit Level Two program is strictly a volunteer (unpaid) position, and is designed for students who are completing or have completed an accredited post-secondary educational program (up to a maximum of three years post-graduate), and who reside in the community or within close proximity to one of the fire halls and are at least 18 years of age.

### General Information

The Cavan Monaghan Fire Department has established a position of "Recruit" for all new members of the Fire Department. All Recruit applicants must reside in the Township of Cavan Monaghan, or a neighbouring municipality if they are in local proximity to a Cavan Monaghan fire hall. Recruits are required to be 18 (eighteen) years of age on or before the commencement of the first day of hiring. Once selected, the Recruit must provide the Fire Department with a satisfactory OPP Police check and a driver's license abstract. They will complete one full year of probation before becoming a full status Firefighter. At any point in the probation period, the Fire Chief or his/her designate may dismiss the Recruit from the program. The Recruit will be given the right to request a hearing by the CAO or his/her designate. The hearing will provide the details and supporting documentation of the Recruit's failure to succeed in the program. In the event the CAO agrees with the action taken by the Fire Chief or his/her designate, the Recruit's termination from the program will be upheld with no further appeal.

The Fire Chief or his/her designate will review the performance of the Recruit. If the Fire Chief or his/her designate determine that the Recruit is meeting the expectations of the position, they will be offered the opportunity to continue with the training program, and on recommendation of the Fire Chief or his/her designate, attend the EOFA Norwood Training Centre Recruit Program.

Upon successful completion of the probationary period and the Eastern Ontario Fire Academy Recruit Program, the Recruit will receive an evaluation by their superior Officers and the Deputy Fire Chief, and a recommendation as to whether or not the Recruit should receive the designation of full status Firefighter will be issued.

## **Recruit Level Two**

This program is designed to nurture and further the academic skills that have been acquired by the student and apply them while gaining experience. During their tenure in the program, they will receive in-house training and education to further enhance their abilities. Recruit Level Two members will be required to produce, from a qualified medical practitioner, a physical clearance form, and will be interviewed for the position. Selected candidates will be subject to the same requirements and abide by the same policies, guidelines, etc. as a Recruit Level One. Upon successful completion of these requirements, they will be assigned to a fire station. Recruit Level Two members are responsible for fire suppression, rescue, prevention activities and other duties as assigned. They work under the direct supervision of the appropriate Department member according to the organizational chart. Assessments will be carried out on Recruit Level Two by their commanding Officers, which will be forwarded with a recommendation to the Fire Chief for promotion should a position become available.

## **Attending Alarms**

- 1) The Recruit will be required to attend alarms to provide assistance as required by their superior Officer(s) (excluding direct interior attacks).
- 2) The Recruit will be required to attend in-house training meetings, just as required of all Firefighters.
- 3) The Recruit will not take the place of a qualified Firefighter on an alarm.

## **Training**

- 1) Recruits will be required to attend in-house training sessions at a frequency that is adequate to enable them to provide a support role during alarms. They will be sent to the EOFA in Norwood subsequent to the approval of the Fire Chief.
- 2) A Recruit will obtain complete first aid, CPR, AED and medical training from the Department's approved first aid and CPR instructor prior to attending any alarms.
- 3) The Recruit will be expected to attend training meetings, and their attendance at such meetings will have a considerable impact on their year-end review. Failure to attend an adequate number of training sessions may result in the Recruit being removed from the program.
- 4) A person is eligible to be appointed as a Recruit and/or to remain appointed as a Firefighter, provided the person:
  - a) Is not less than 18 years of age.

- b) Has successfully obtained an Ontario Secondary School Diploma (Grade 12) or equivalency or has demonstrated equivalent industry experience.
  - c) Lives and works within the Township or within close proximity to the fire station.
  - d) Is medically fit to undertake all fire protection services (documentation from a physician may be required).
  - e) Passes such aptitude tests as may be required by the Fire Chief.
  - f) Prior to completion of the 12 month probationary period, the Fire Chief shall review the performance of a Recruit. If a Recruit fails any examinations or evaluations imposed by the Fire Chief, the Fire Chief shall recommend to Council that the Recruit's probationary period be extended (with such conditions as the Fire Chief deems necessary) or that the Recruit's appointment be rescinded and the Recruit be released from any further participation with the Fire Department.
- 5) The Recruit may not receive driver training until their first year probation period ends, or the Fire Chief or his/her designate approves the Recruit for such training. All costs associated with obtaining a DZ license (ie: medical, learner's permit, license fees) will be the responsibility of the Recruit; except for the cost of the DZ course, which is provided by the Fire Department. Personnel are not compensated for their participation in the DZ training course.
- 6) A Recruit that holds a current DZ driver's license may, with the permission of the Fire Chief, take a driving test and defensive driver training with the approved Department driver trainer. After successful completion, the Recruit may be approved to drive Fire Department apparatus.

### **Dress Code**

- 1) To distinguish a Recruit from Firefighters, the Recruit will have a blue dot on both sides of their helmet.
- 2) They will be issued turnout gear, including protective boots, gloves, and helmet, as well as one pair of fire/rescue coveralls.

### **Financial Impact**

- 1) Recruit level one personnel will be paid at 75% of the full Firefighter pay rate for the first year. Subsequent pay rate increases occur at 1, 2, and 3 years of service, and are at the rates set out in the approved Wage Schedule for the particular years.
- 2) Recruit Level Two personnel will not be compensated until reaching Recruit Level One status.
- 3) A Recruit will not be permitted to attend specialty training courses until the one year probation period is completed, and they have successfully completed the approved Recruit Program at EOFA or such training facility as approved by the Fire Chief.