



PAID-ON-CALL FIREFIGHTER

Recruitment Package



Coldstream Fire Hall

8008 Aberdeen Road
Coldstream, B.C. V1B 2J6

Lavington Fire Hall

9739 School Road
Coldstream, B.C. V1B 3G4

TABLE OF CONTENTS

Introduction	1
--------------	---

Considerations	2
----------------	---

Benefits	3
----------	---

Training Expectations	4
-----------------------	---

Minimum Qualifications	5
------------------------	---

Recruitment Process	6
---------------------	---

FAQ	8
-----	---

Contact Information	10
---------------------	----

Application	11
-------------	----

Criminal Record Check Instructions	13
------------------------------------	----

Drivers Abstract Instructions	14
-------------------------------	----

INTRODUCTION

Thank you for your interest in becoming a Paid-On-Call Firefighter with Coldstream Fire Department.

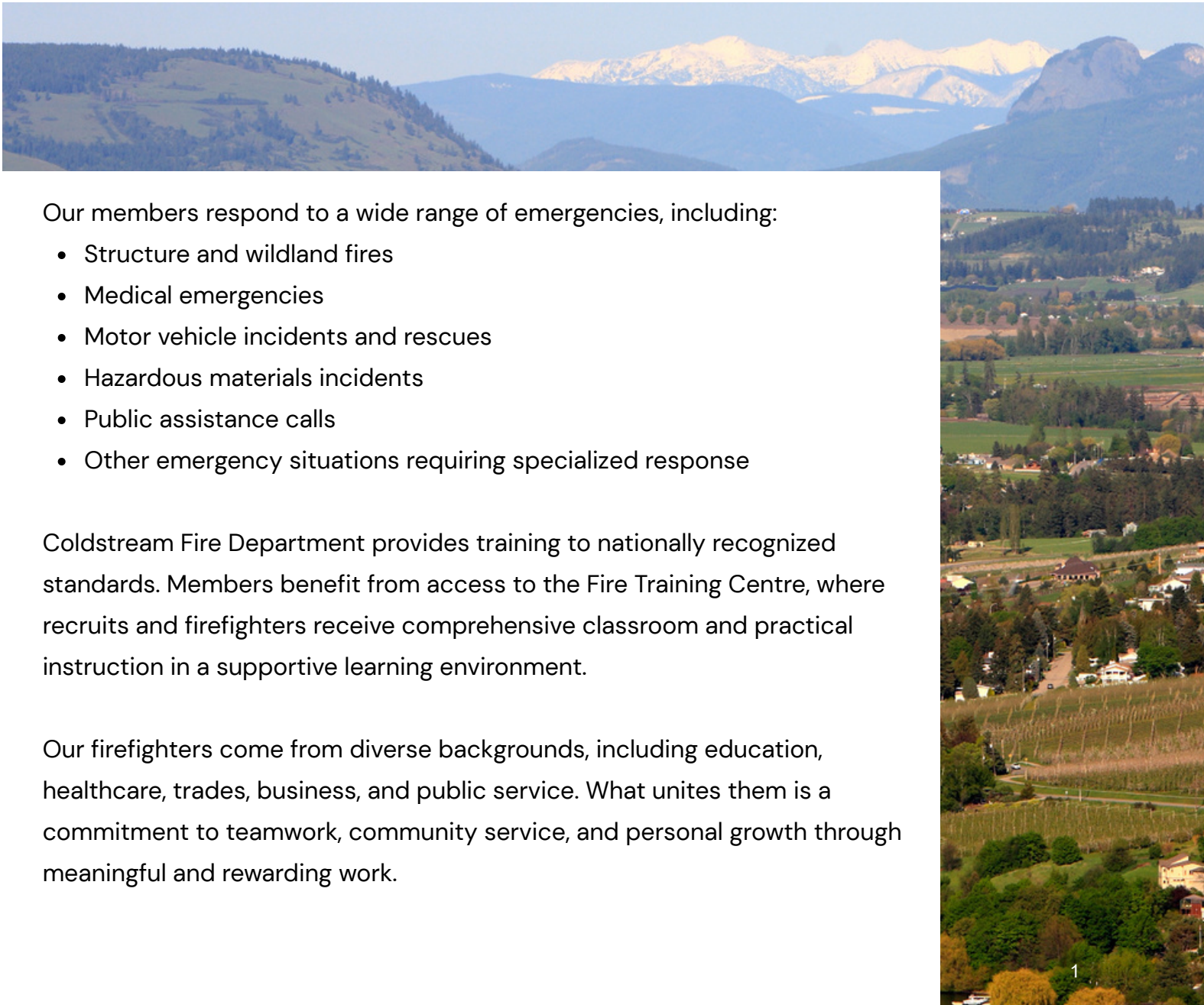
The Coldstream Fire Department is committed to recruiting dedicated, community-minded individuals who demonstrate integrity, professionalism, and a strong desire to serve others. As a Paid-On-Call Firefighter, you will play a vital role in protecting the safety and well-being of residents and visitors throughout the District of Coldstream.

Our members respond to a wide range of emergencies, including:

- Structure and wildland fires
- Medical emergencies
- Motor vehicle incidents and rescues
- Hazardous materials incidents
- Public assistance calls
- Other emergency situations requiring specialized response

Coldstream Fire Department provides training to nationally recognized standards. Members benefit from access to the Fire Training Centre, where recruits and firefighters receive comprehensive classroom and practical instruction in a supportive learning environment.

Our firefighters come from diverse backgrounds, including education, healthcare, trades, business, and public service. What unites them is a commitment to teamwork, community service, and personal growth through meaningful and rewarding work.



IS BECOMING A FIREFIGHTER RIGHT FOR YOU?



Consider the following:

- Do I demonstrate ethical, responsible, and accountable behaviour?
- Am I prepared to maintain a professional standard both on and off duty?
- Do my values align with the Fire Service principles of respect, pride, professionalism, and teamwork?
- Am I committed to serving and supporting others?
- Do I maintain a reasonable level of physical fitness?
- Am I physically capable of performing demanding firefighting tasks?
- Am I able to work in challenging and stressful environments for extended periods?
- Can I safely work at heights, in confined spaces, and in conditions with limited visibility?
- Am I comfortable learning to use hand tools, power tools, and specialized emergency equipment?
- Do I have healthy strategies and supports in place for managing stress and critical incidents?
- Can I work effectively as part of a team in close-quarter environments?
- Do I treat all people with dignity, respect, and professionalism?
- Do I enjoy problem-solving and adapting to changing situations?
- Can I follow detailed instructions and established procedures?
- Can I commit to regular training and emergency response requirements, including approximately 2.5 hours of weekly training?

BENEFITS OF BECOMING A POC

Training and Development

Coldstream Fire Department invests in the professional development of its members through comprehensive training programs and nationally recognized certifications.

Insurance Coverage

Paid-On-Call Firefighters are covered by WorkSafeBC while performing authorized firefighting duties. In addition, the District provides supplementary accidental death and dismemberment coverage.

Equipment and Uniforms

Members are supplied with firefighting protective equipment and duty uniforms at no cost. All issued equipment remains the property of the District of Coldstream.

Tax Credit

Eligible volunteer and paid-on-call firefighters may qualify for the Canada Revenue Agency Volunteer Firefighters' Tax Credit, subject to CRA requirements.

Compensation

Paid-On-Call Firefighters receive compensation for:

- Emergency responses
- Training attendance
- Authorized department activities

TRAINING EXPECTATIONS

Paid-On-Call Firefighters are expected to maintain active participation in department training and operations.

70%

Members are expected to attend a minimum of 70% of Tuesday evening training sessions.

Recruit Training

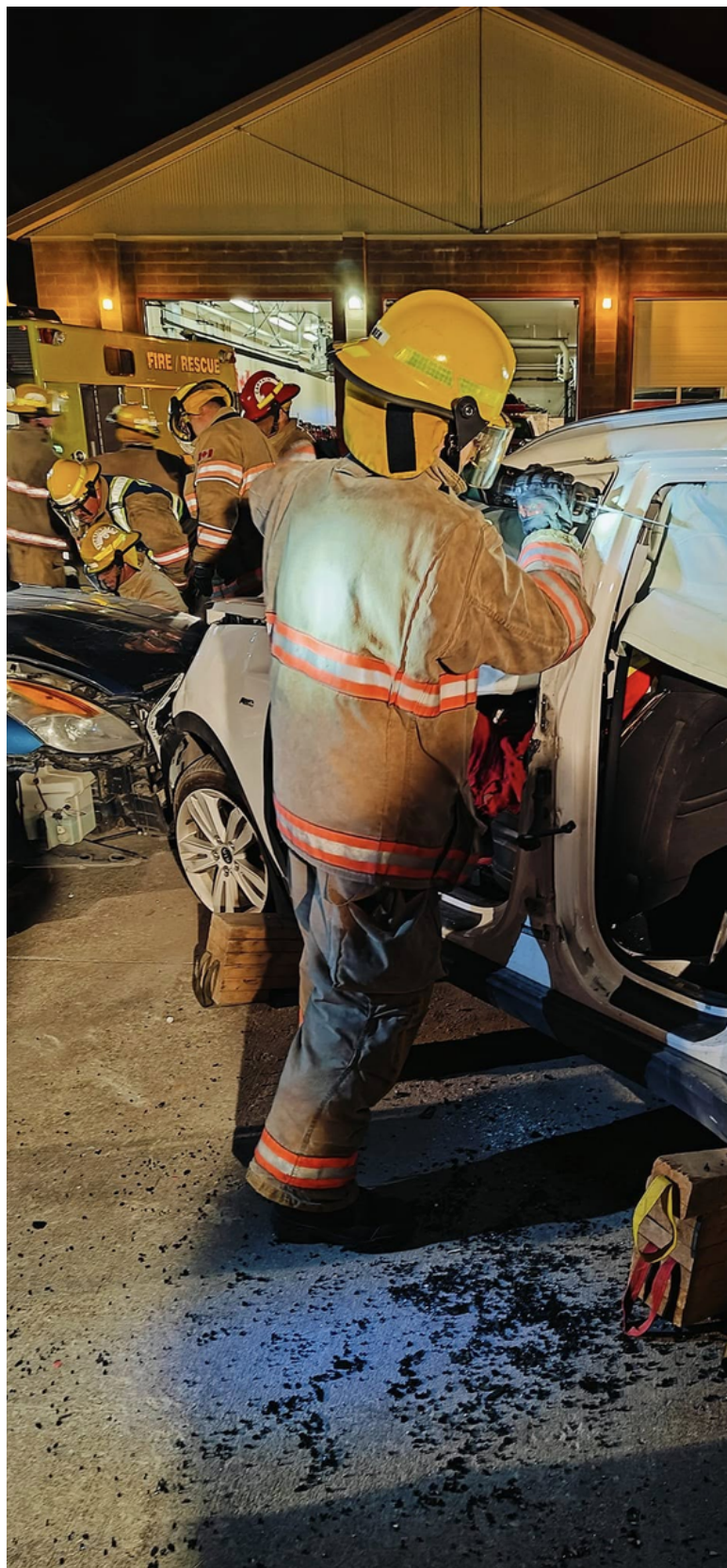
Recruit firefighters receive department-funded training, are paid to attend training and become and certification in:

- Fire Fighter I
- Fire Fighter II (NFPA 1001)
- Hazardous Materials Awareness
- Electrical Safety

Additional Training Opportunities

Firefighters may receive the following training:

- Incident Command System Fire
- First Responder
- Rapid Damage Assessment
- Apparatus Driver/Operator (NFPA 1002)
- Emergency Incident Management
- Fire Officer I (NFPA 1021)
- Fire Inspection Training



MINIMUM FIREFIGHTER QUALIFICATIONS



Applicants must:

- Be at least 19 years of age at the time of application
- Be legally eligible to work in Canada
- Possess a valid Class 5 BC Driver's Licence
- Have an acceptable driving record
- Be physically capable of performing firefighting duties

Residence and Response Requirements

Paid-On-Call Firefighters must either reside or work full-time (35 hours per week or more) within a response area that allows them to arrive at their assigned fire hall within 10 minutes.

Applicants using a workplace location to meet this requirement must provide a letter from their employer confirming their availability to respond to emergency calls during regular working hours.

Step 1



APPLICATION SUBMISSION

Interested applicants must submit:

- Completed application form
- Current resume
- ICBC Driver's Abstract
- Criminal Record Check with Vulnerable Sector

Applications should be submitted to:

hr@coldstream.ca

Qualified applicants *may* be invited to observe Tuesday evening training sessions to gain a better understanding of departmental operations and expectations.

Step 2



INTERVIEW

Applicants who meet the minimum qualifications may be invited to participate in an interview.

The interview gives us the opportunity to learn more about your background, experience, skills, and suitability for the role. It also provides an opportunity for you to ask questions about the Paid-On-Call Firefighter experience.

Step 3



CANDIDATE ASSESSMENT

Candidates will be evaluated based on:

- Relevant skills and experience
- Demonstrated competencies
- Overall organizational and team fit

RECRUITMENT PROCESS

Step 4



REFERENCE CHECKS

References will be contacted to discuss their experience working with you and your suitability for the position.

Step 5



MEDICAL CLEARANCE

The final step for a candidate before receiving a job offer will be to have a medical professional ensure your ability to perform fire-related duties.

Step 6



OFFER OF RECRUIT TRAINING

Successful candidates will be offered a recruit training position. Recruits will be on probation until they have successfully completed Basic Firefighter training.



BASIC FIREFIGHTER TRAINING

Firefighter 1

Firefighter 1 training takes place at the Fire Training Centre and starts in the Spring. Upon completion of the Firefighter 1 Training, Recruits will attend Tuesday night training and will be issued a pager to attend calls in a limited operational capacity.

Firefighter 2

Firefighter 2 training is the final phase of Recruit Training, training to the NFPA 1001 standard and takes place in the Fall. Upon completion of Firefighter 2 Training, Recruits will transition from probationary status to Firefighter status and may participate fully in emergency response activities.

FREQUENTLY ASKED QUESTIONS

Do I need a commercial driver's licence?

No. Applicants require a valid Class 5 driver's licence with an acceptable driving history. Once you complete your recruitment training, you will need to obtain an air brake endorsement and complete our emergency vehicle driver training program to drive a fire apparatus.

Do I require previous firefighting experience or training prior to making an application?

No. Previous firefighting experience is not required. All necessary training is provided by the department including hands-on live fire training.

Do I need Basic First Aid or a First Responder Certificate?

No, you will be trained by the department in CPR and First Aid to the First Responder Level.

What happens after you've received my application?

Your application will be reviewed for completeness and suitability. We will get back to you if we require any further clarification and we will let you know whether you meet our qualifications.

What other responsibilities do firefighters have other than fighting fires?

Firefighters respond to a wide variety of emergencies, including medical incidents, motor vehicle accidents, hazardous materials incidents, alarms, and public assistance calls. Members also participate in training, equipment maintenance, fire prevention initiatives, public education, and community outreach activities.

FREQUENTLY ASKED QUESTIONS

Do firefighters have to do any extra training?

Yes. Firefighters participate in ongoing training to maintain and enhance their skills, certifications, and operational readiness. We do offer occasional extra training opportunities on weekends.

Am I expected to respond to calls right away?

No. Pagers are issued to POC Firefighters after they have completed basic firefighter training.

What is the cost of the required training?

The necessary training for POC firefighters is offered at no cost. This also includes all essential protective firefighting gear. Members will receive compensation for hours spent during recruit training upon successfully finishing each phase.

Am I insured while performing firefighting duties?

Yes. Members are covered by WorkSafeBC and additional insurance policies maintained by the District.

How frequently are emergency calls received?

Emergency call volumes vary throughout the year; however, members can typically expect an average of one to two calls per week.

What if I have consumed alcohol?

Firefighters must not attend training, departmental activities, or emergency calls after consuming alcohol or any substance that may impair performance.

CONTACT

Join our team!

PHONE:

250-545-5304

EMAIL:

hr@coldstream.ca

WEBSITE:

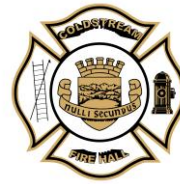
www.coldstream.ca





COLDSTREAM FIRE DEPARTMENT

MEMBER APPLICATION FORM



SELECT THE FIRE HALL YOU ARE APPLYING TO:

☐ **COLDSTREAM**

☐ **LAVINGTON**

Incomplete or inaccurate applications will not be accepted. Please supply all information requested.

SECTION A: PERSONAL INFORMATION

Last Name:		Given Name(s):	
Street Address:		City:	Postal Code:
Mailing Address (if different):		City:	Postal Code:
Phone:		Email Address:	

SECTION B: BASIC REQUIREMENTS

Are you legally entitled to work in Canada?	Yes ☐ No ☐
Do you currently live within the District of Coldstream	Yes ☐ No ☐
Are you 19 years of age or older?	Yes ☐ No ☐
Do you possess a valid BC Class 5 Unrestricted Driver's License and a good driving record?	Yes ☐ No ☐
Do you have a current BC Class 3 or greater Driver's License with Air Brake endorsement?	Yes ☐ No ☐
Do you understand that applicants will be required to provide a Driver's Licence Abstract and a Criminal Record Check for Vulnerable Sector?	Yes ☐ No ☐
Do you believe you are free of medical conditions that may preclude your participation as a Paid-On-Call Firefighter?	Yes ☐ No ☐
Are you willing to participate in a medical check required of potential Paid-On-Call Firefighters?	Yes ☐ No ☐
Do you understand that Paid-On-Call Firefighters are expected to be in good physical condition, and do you feel you are physically able to participate in a physical fitness related test as part of the selection process?	Yes ☐ No ☐
Do you understand that successful applicants are required to remain without facial hair to ensure a self-contained breathing apparatus mask will form a positive seal on the face? <i>(moustache and short side burns are acceptable as long as they don't affect the seal)</i>	Yes ☐ No ☐

SECTION C: AVAILABILITY

If accepted by the Fire Department, you will be required to attend regular Tuesday night practices (approximately 7:30PM to 9:30PM). Can you meet this requirement?	Yes ☐ No ☐
Do you understand that in order to be available for emergency call-outs, you must be able to arrive at the fire station promptly and have abstained from alcohol and drugs for the previous 8 hours?	Yes ☐ No ☐
Are you willing and able to retain and wear an emergency pager and respond to emergencies?	Yes ☐ No ☐
Are you willing and able to participate in the occasional weekend training program?	Yes ☐ No ☐

PLEASE EMAIL COMPLETED APPLICATION FORM, RESUME AND COVER LETTER TO HR@COLDSTREAM.CA



COLDSTREAM FIRE DEPARTMENT

MEMBER APPLICATION FORM



SECTION D: SKILLS AND EXPERIENCE

Experience: Please indicate if you have any of the following skills or training:

- ☐ First Aid Certificate/CPR/AED (date last taken):
- ☐ Previous Emergency Paid-On-Call Firefighter Experience - Explain:
- ☐ Previous Firefighter Experience – Explain:
- ☐ Skilled Trade:
- ☐ Other (Describe):

SECTION E: REQUIRED DOCUMENTS

- ☐ I have included a Cover Letter and Resume with this application form
- ☐ I have submitted a Driving Record to hr@coldstream.ca through ICBC.com
- ☐ I have submitted a Criminal Record Check request online

SECTION F: REFERENCES

Please provide two references that are not related to you, preferably from current or previous employers

Last Name:

First Name:

Company:

Phone Number:

Last Name:

First Name:

Company:

Phone Number:

SECTION G: DECLARATION OF APPLICANT

I certify that all the information submitted in this application is truthful and correct. I understand that if I provide information in connection with my application which is found to be untrue or incomplete, my application may be rejected and I may be subject to discipline up to and including termination if I am hired as a successful applicant.

Signature: _____

Date: _____

The personal information on this form is collected under the authority of s.26 of the Freedom of Information and Protection of Privacy Act. This information will be used for the purpose of determining the suitability of applicants for the position of Paid-On-Call Firefighter. If you have any questions on the collection of personal information, please contact the Protective Services Manager at the District of Coldstream at 250-545-5304

PLEASE EMAIL COMPLETED APPLICATION FORM, RESUME AND COVER LETTER TO HR@COLDSTREAM.CA



**DISTRICT OF COLDSTREAM
FIRE DEPARTMENT CRIMINAL RECORD CHECK
SUBMISSION INSTRUCTIONS**



To apply to be a Paid-On-Call Firefighter with the Coldstream Fire Department, you must submit a Criminal Record Check with your application.

Please [apply online](#) using your BC Services Card. If you are using the BC Services Card to access the online service for the first time, you will be directed to activate your card by video or in person through Service BC.

Please note, if you choose to activate your card in person, a mobile device is still required (iPhone, iPad, or Android).

Please go to the website below to submit your request:

<https://justice.gov.bc.ca/criminalrecordcheck>

Access Code: WBMA9NHM47

If you do not have a BC Services Card (formerly the health care card), please contact hr@coldstream.ca to discuss alternative options.



DISTRICT OF COLDSTREAM FIRE DEPARTMENT DRIVING RECORD SUBMISSION INSTRUCTIONS



As part of the firefighter application process, you must submit a Driving Record to hr@coldstream.ca

To access your driving record, please go to www.icbc.com, then:

1. choose "Driver licensing & ID";
2. choose "Your Licence";
3. choose "Get a driving record";
4. choose "Get your driving records";
5. Enter your credentials;
6. Under "Request Documents", check off "***Personal driving record***";
7. Leave "Years of claim history" at six years
8. Enter your email, then under the optional email enter hr@coldstream.ca.

If you have any questions or concerns, please contact hr@coldstream.ca.