



North Dundas Fire Service

Volunteer Firefighter Orientation & Recruitment Guide

Purpose

The purpose of this guide is to provide prospective candidates with clear and comprehensive information about the recruitment, selection, and orientation process for becoming a volunteer firefighter with the Township of North Dundas.

This document is intended to outline expectations, requirements, and key steps in the process, helping applicants understand the commitment involved and prepare for a successful application.

Preamble

The Township of North Dundas is committed to protecting our community through the delivery of responsive and reliable fire services. This commitment is made possible through the dedication of our volunteer firefighters, who serve with professionalism, teamwork, and a strong sense of community responsibility.

Becoming a volunteer firefighter is a meaningful way to contribute to the safety and well-being of North Dundas. Individuals interested in joining the service are encouraged to carefully review this guide, regardless of their familiarity with the fire department, to ensure a clear understanding of the expectations, responsibilities, and recruitment process.

As part of the recruitment process, an in-person orientation session will be offered to provide prospective candidates with the opportunity to learn more about the role and ask questions. Once candidates feel informed and prepared, they may choose to proceed with the application process and formally express their interest in joining the North Dundas Fire Department.

Fire Protection Services in Ontario

In Ontario, municipalities are responsible for providing fire protection services to their communities under the authority of the Fire Protection and Prevention Act, 1997. The level of service provided may vary between municipalities, depending on local needs, risks, and available resources.

In the Township of North Dundas, Council—guided by the Fire Chief—establishes the level of fire protection services and ensures the necessary resources are in place through the municipal budget. These services are delivered by the North Dundas Fire Department, which relies on trained and dedicated volunteer firefighters to serve the community.



Township of North Dundas

Located in eastern Ontario, the Township of North Dundas offers a welcoming blend of rural charm and small-town living. With a population of approximately 12,000 residents and a strong agricultural foundation, North Dundas is a close-knit community that continues to grow while maintaining its local character.

The Township is comprised of several villages and hamlets, including Winchester, Chesterville, and surrounding rural areas. Centrally located within the United Counties of Stormont, Dundas and Glengarry, North Dundas is situated approximately 45 minutes south of Ottawa and within reasonable driving distance to the St. Lawrence River and surrounding urban centres.

North Dundas offers residents and visitors a high quality of life, with access to community facilities, local businesses, and natural amenities such as the South Nation River. The Township's strong sense of community and volunteerism plays a key role in supporting essential services, including fire protection.

Fire Service Organizational Structure

The Fire Service operates under a structured chain of command to ensure effective leadership, accountability, and coordinated emergency response across all stations and service areas.

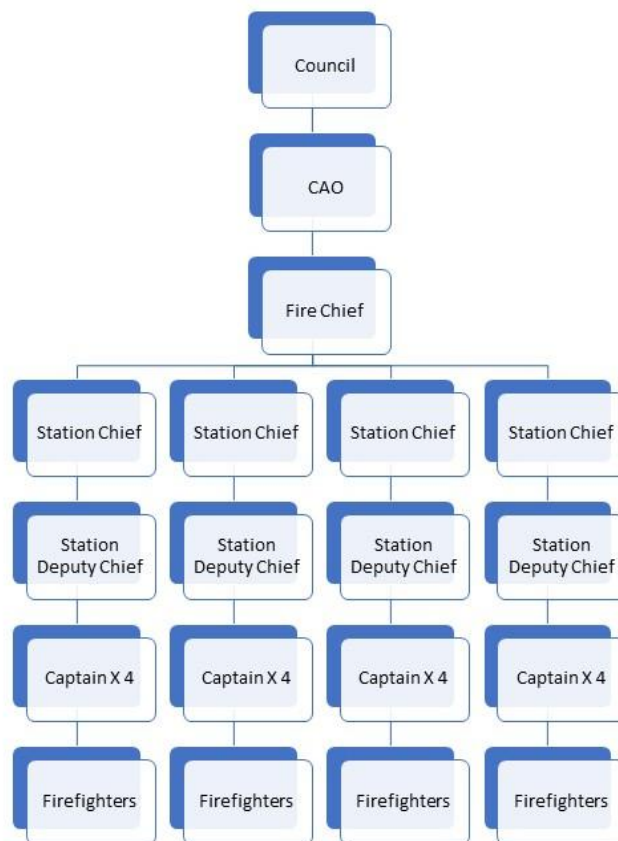
At the highest level, Municipal Council provides overall governance and policy direction for the Fire Service. The Chief Administrative Officer (CAO) oversees the administrative functions of the municipality and provides executive-level oversight for departmental operations.

The Fire Chief is responsible for the overall leadership, strategic direction, and operational management of the Fire Service. This includes emergency response readiness, training, personnel management, fire prevention, and coordination across all fire stations.

Reporting to the Fire Chief are multiple Station Chiefs, each responsible for the supervision and management of their respective fire stations and operational areas. Supporting each Station Chief are Deputy Station Chiefs, who assist with day-to-day leadership, training coordination, and operational response duties.

Each station is further supported by Captains, who provide frontline supervisory leadership during emergency responses and station operations. Firefighters form the foundation of the service, responding to emergencies, participating in training, and carrying out fire suppression, rescue, and prevention activities.

This structure ensures clear command during emergencies and effective delivery of fire protection services across the municipality.



Fire Station Locations and Proximity to Municipal Office

The Fire Service operates from multiple stations strategically located throughout the municipality to ensure efficient emergency response coverage. Distances below are measured from the Municipal Office at 636 St. Lawrence Street, Winchester, ON.

- Municipal Office
636 St. Lawrence St., Winchester, ON
- Fire Station 1 – Morewood
21 Russell St., Morewood, ON – approximately 17 km
- Fire Station 2 – South Mountain
2967 Lough Rd, South Mountain, ON – approximately 13 km
- Fire Station 2B – Hallville
1650 County Rd 1, Hallville, ON – approximately 13 km
- Fire Station 3 – Winchester
547 Lawrence St, Winchester, ON – approximately 0.7 km
- Fire Station 4 – Chesterville
1 Industrial Dr, Chesterville, ON – approximately 8.8 km



Considerations Before Applying

Individuals interested in becoming a volunteer firefighter with the Township of North Dundas should carefully consider the following expectations and requirements prior to submitting an application:

- Must be a resident of the Township of North Dundas or live within an 8km response area of a North Dundas fire station.
- Must have the ability to respond to emergency call-outs during all hours of the day and night, including weekdays, weekends, and holidays. Applicants should consider whether their current lifestyle, employment, and personal commitments allow for this level of availability.
- Must have employer support, where applicable, to leave work during emergency responses and participate in required training.
- Must be willing and able to work within a structured chain of command and follow directions in both training and emergency situations.
- Must be able to perform duties in high-pressure, physically demanding, and stressful environments.
- Must have reliable access to a vehicle for responding to emergency calls and attending training.
- Must commit to attending regular training sessions, meetings, and ongoing fire service activities.
- Must be in suitable physical and mental condition to safely perform the duties of a firefighter and maintain ongoing fitness for duty.
- Must be willing to commit to continuous learning, skill development, and participation in department requirements.
- Must have the support of family and household members, recognizing the time commitment and unpredictability of emergency response.

Eligibility

The Township of North Dundas Fire Department has established minimum eligibility requirements for individuals interested in applying for the Volunteer Firefighter Program. These requirements are in place to ensure that applicants are suited to the demands of the role and are able to safely and effectively participate in training and emergency response activities.



An individual considering applying must meet all of the following criteria:

- Registered attendance at a Township of North Dundas Fire Department recruitment orientation session (where applicable).
- Completion of the official application form in full.
- Must be 18 years of age or older at the time of application closing.
- Must be legally entitled to work in Canada.
- Must possess a valid Ontario Class “G” driver’s license in good standing, with a satisfactory driver’s abstract.
- Must have a primary residence within the Township of North Dundas or within an 8km response area as determined by the Fire Department.
- Must have reliable access to a vehicle for responding to emergency calls and attending training.
- Must be able to consistently attend required training sessions and respond to emergency activations as operational needs require.
- Must be physically and mentally capable of performing the duties of a firefighter, as determined through required assessments.

Job Description

A detailed job description for the position of Volunteer Firefighter is provided as an attachment at the end of this document.

This job description outlines the duties, responsibilities, and expectations associated with the role and should be reviewed carefully by all applicants prior to submitting an application.

Remuneration

Volunteer firefighters are compensated in the form of an hourly honorarium in recognition of their time, training, and service to the community.

Compensation is provided in accordance with the Township of North Dundas remuneration policy for Volunteer Firefighters, as approved by Council. Payments are issued on a scheduled basis in accordance with municipal payroll procedures.

Recruitment Process

The Township of North Dundas Fire Department follows a standardized, transparent, and equitable process for the recruitment and selection of volunteer firefighters. This process is



designed to ensure fairness, consistency, and alignment with the operational needs of the fire service while supporting the safety of the community.

All applicants are assessed based on established eligibility requirements and through objective evaluation methods. Appointment to the North Dundas Fire Department is only made through this formal recruitment process.

The Township is committed to fair and equitable hiring practices. All application materials, assessments, and decisions are documented and maintained in accordance with municipal standards.

Hiring Committee

The recruitment process is overseen by a Hiring Committee, which may include:

- Fire Chief (Chair)
- Applicable Station Chief
- Deputy Chief or Captain from the relevant station
- Representative from the Municipal Human Resources Department (where available)

Recruitment Timeline

Recruitment is typically conducted on an annual basis, with the following general timeline:

<u>Month</u>	<u>Activity</u>
<u>August</u>	Application intake and initial screening
<u>September</u>	Candidate interviews
<u>October</u>	Physical testing and document verification
<u>January</u>	Onboarding and training of selected candidates

Note: The Township may conduct off-cycle recruitment when operational needs require it. In all cases, the full recruitment process will be followed.

Application Process

Interested candidates must submit a completed application by the posted deadline. Applications are reviewed to confirm that minimum eligibility requirements have been met. Only candidates who meet these requirements will proceed to the next stage of the process.



Interview Process

Shortlisted candidates will be invited to participate in a structured interview process. Interviews are conducted using standardized questions to ensure fairness and consistency. Reference checks may be completed as part of the evaluation process. Candidates will also be provided with information regarding expectations, training requirements, and the demands of the role.

Testing and Documentation

Candidates advancing in the process will be required to complete additional assessments and provide supporting documentation, including:

- Medical clearance confirming fitness for physical testing
- Successful completion of a standardized Physical Agility Test
- Criminal Record and Vulnerable Sector Check
- Driver's Abstract
- Any additional documentation required by the Fire Department

Final Selection

All interview results, test outcomes, and supporting documentation are reviewed by the Hiring Committee. Selection decisions are based on overall suitability, operational requirements, and performance throughout the recruitment process.

Successful candidates will receive conditional offers of appointment.

Onboarding and Training

Successful candidates will participate in formal orientation and recruit training. New members may be paired with experienced firefighters to support their initial development and integration into the department.

Baseline Training Requirements – Firefighter Certification

Becoming a firefighter with the Township of North Dundas requires the successful completion of baseline certification training in accordance with nationally recognized NFPA standards. This training is foundational to ensuring all firefighters meet consistent levels of knowledge, skill, and safety practice prior to full operational duties.

This certification pathway is typically completed within the first 12 months of employment and requires a combination of self-directed learning and in-class instruction. Candidates should be aware that this represents a significant time commitment in addition to operational duties and personal obligations. At the same time, it reflects a strong investment by the Township in each recruit's development and long-term success within the service.



The Township provides financial support for this training as part of its commitment to building a highly skilled and well-prepared fire service. In doing so, we place a high level of trust in each individual to approach their training with professionalism, dedication, and accountability.

Required Training Components

- **NFPA 1001 – Fire Fighter Level I**
 - 40 hours theory (generally online, self-directed)
 - 10 full days of in-class practical training
- **NFPA 1001 – Fire Fighter Level II**
 - 40 hours theory (generally online, self-directed)
 - 7 full days of in-class practical training
- **NFPA 1072 – Awareness Level (Hazardous Materials)**
 - 4 hours theory (generally online, self-directed)
- **NFPA 1072 – Operations Level (Hazardous Materials)**
 - 8 hours theory (generally online, self-directed)
 - 4 full days of in-class practical training

This training pathway is designed to establish the baseline competencies required of all firefighters in North Dundas. It is expected that recruits will prioritize completion within the prescribed timeframe, while balancing operational and personal commitments.

The Township recognizes that this represents a meaningful investment of time, effort, and public resources. In return, we rely on each recruit to demonstrate consistent engagement, respect for the training process, and a commitment to completing all required components to the expected standard.

Record Keeping

All recruitment records are securely maintained in accordance with municipal records retention policies. Unsuccessful candidates will be notified and may request general feedback regarding their application.