



New Westminster Fire & Rescue Services 2021 Firefighter Application Guide



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A Message from the Fire Chief

Pride and Professionalism.
Protecting the community we have been entrusted to serve.

New Westminster Fire & Rescue Services is an organization that relies on the diversity, dedication, and the abilities of our people to achieve our vision of leading public safety initiatives, honouring our heritage, embracing new technologies, building partnerships and continued educational development.

New Westminster Fire & Rescue Services is looking for community-minded, positive, energetic and active individuals to join a workforce that is representative of the vibrant community we serve.

We are one of the oldest fire departments in British Columbia dedicated to being on the forefront of technology, fire suppression methods, medical care as well as dangerous goods response and technical rescue. Our emphasis on diversity, inclusion, honour, respect and teamwork helps us to achieve our vision. By joining New Westminster Fire & Rescue Services you will be dedicated to providing fire protection to life and property as well as providing our rescue and safety services.

On behalf of the City of New Westminster thank you for considering New Westminster Fire & Rescue Services and welcome to our firefighter recruitment process.



A handwritten signature in black ink, appearing to read 'Tim Armstrong'.

Tim Armstrong
Fire Chief

About New Westminster Fire & Rescue Services

New Westminster Fire & Rescue Services is one of the oldest fire departments in B.C. We are dedicated to being on the forefront of technology, fire suppression methods, medical care as well as technical rescue and hazmat. The department's emphasis on diversity, inclusion, honour, respect and teamwork helps us to achieve our goals. New Westminster fire crews are first on scene to provide rescue and safety service 24 hours a day for the residents of New Westminster. To be prepared for any of these emergency situations, we continually update and expand the skills that are required to protect the public.

New Westminster Fire & Rescue Services is a customer-focused organization and we are striving to reflect the cultural diversity of our city. We are looking for qualified individuals who are pursuing a demanding, exciting and rewarding career in firefighting to join our team.

Mission Statement

We are committed to pride, professionalism and protecting the community we have been entrusted to serve.

Visionary Outcomes

We are dedicated to proactive leadership and protection of our community through:

- Leading in public safety initiatives
- Honouring our heritage
- Embracing new technologies
- Building partnerships
- Continued professional educational development

Values and Qualities

We value the following qualities and will be evaluating applicants for these (among others) throughout the recruitment process:

- Teamwork and respect
- Effective communication
- Good judgement
- Motivation
- Desire and ability to learn
- Conscientiousness and personal accountability
- Honesty and integrity
- Confidence and resilience
- Problem solving ability

Things To Consider Before Applying

This guide outlines the recruitment process used by New Westminster Fire & Rescue Services. Please read the information in this guide before completing the application form. This will give you the opportunity to determine whether you have all the required qualifications.

The recruitment process is lengthy, competitive and complex. You need to be prepared to complete the various stages on demand and in a short period of time.

A commitment to maintaining a daily fitness regime and monitoring personal wellness is essential to ensuring firefighter safety and longevity. It is important that you have the strength, stamina and cardiovascular conditioning required to take on the physical and mental challenges of this career. Ethical behavior and accountability must be part of your nature. Taking responsibility for and ownership of your actions is vital to your success.

Tips During The Recruitment Process

There is no single factor to ensure success in your pursuit of a career as a firefighter with New Westminster Fire & Rescue Services. However, we do offer you these tips:

1. Stay current with recruiting information by reviewing our Recruitment page: <https://www.newwestcity.ca/services/public-safety/fire-and-rescue-services/recruitment>
2. If your personal contact information changes, please inform the Human Resources Department immediately by e-mailing hr@newwestcity.ca.
3. Only those applicants that have been shortlisted at each stage of the recruitment process will be contacted by **e-mail** regarding the next steps in the process.
4. Before you submit your firefighter application, take the time to learn all you can about the job. Familiarize yourself with the job tasks, the different stages in the recruitment process and the current economic and social environment in New Westminster. Do your homework, it is better to be over prepared!
5. You must be able to follow and act on complex oral and written instructions. You will be evaluated on these skills throughout the recruitment process and throughout your career as a firefighter.
6. We expect you to be prepared and ready to participate in our assessments at all times. Sometimes you may experience little advance warning to participate in each stage of the process; other times, you may experience lengthy delays with little feedback. The very nature of our business is being prepared to respond.
7. Your demeanor and effort throughout the recruitment process are taken into consideration as part of the final selection decision.
8. Job fit and suitability are critical factors considered in our decision making processes. Completion and/or passing all steps in the recruitment process **does not** ensure a job offer.

Self-Evaluation Questionnaire

Use these questions to help you decide if firefighting is the appropriate career choice for you.

Ask Yourself:

- Does my lifestyle support ethical and responsible choices and actions?
- Am I prepared to maintain a level of professionalism on and off duty?
- Does my lifestyle align itself with New Westminster Fire & Rescue Services values of respect, pride, professionalism and teamwork?
- Have I been free from involvement in unlawful activities?
- Am I actively supporting my community for the benefit of others?
- Have I adopted and do I maintain physical fitness as a way of life (i.e. daily workouts)?
- Am I physically able to perform firefighter job tasks?
- Am I able to work 10-hour day shifts and 14-hour night shifts on weekdays, weekends and holidays?
- Can I work for extended periods of time under difficult and strenuous conditions?
- Am I free of phobias relating to height, confined spaces and able to maneuver with limited or no visibility?
- Am I comfortable using different hand/power tools and technical equipment?
- Do I have the resilience and ability to cope with emotional suffering, tragedy or loss of life in order to complete essential job tasks?
- Do I have a support system in place for debriefing and stress relief?
- Have I considered the impact shift work will have on my family environment?
- Am I familiar with and able to operate within a paramilitary working environment?
- Do I understand and will I abide by the appearance and grooming requirements?
- Am I able to work harmoniously in close quarters with other persons?
- Do I treat all people with respect, dignity and professionalism regardless of race, creed, gender or beliefs?
- Am I able to and do I take steps to maintain a positive attitude?
- Am I able to motivate myself? Do I motivate others?
- Do I actively engage myself in a problem solving capacity?
- Am I able to follow and carry out complex oral and written instructions?
- Does my lifestyle allow me to commit to a minimum of two hours daily to studying training materials during the recruit training process?
- Do I have a thirst for learning and continued self-improvement?
- Is my family aware of the time demands that I would be under during recruit training?
- Have I familiarized myself with New Westminster's economic and social climate?

Minimum Required Firefighter Qualifications

Listed below are the minimum required qualifications as well as preferred qualifications.

- It is your responsibility to understand and meet the minimum qualifications before you submit your application. All applicants **MUST** submit the documents identified in items 1-5 in the checklist of “Minimum Required Qualifications” to support their application.
- Only applicants with the minimum required qualifications on the application closing date (and whose application is regarded as complete at that date) will advance in the recruitment process.
- You will need to maintain your qualifications throughout the assessment processes.
- If you are found to have falsified or intentionally misrepresented your credentials, your application file **will be permanently closed**. No future applications will be accepted from you.

Minimum Required Qualifications:

- Legally entitled to work in Canada (Canadian Citizen or Permanent Resident/Landed Immigrant). Work Visas are **not** accepted.
- High School Graduation or equivalent (i.e. G.E.D.).
- Valid Class 3 Driver’s License with Air Brake Endorsement or equivalent for vehicles with more than two axles (automatic transmission is accepted).
- Current driver’s abstract dated no more than 30 days prior to the application closing date (see Verification of Qualifications below for more details).
- A valid Candidate Physical Ability Test (CPAT) certificate issued within 12 months of the application closing date. We will also accept a Firefighter Applicant Physical Aptitude Evaluation by the University of Victoria, Occupational Fitness Testing, School of Exercise Science, Physical & Health Education (www.firetest.ca).**
- At least 20/30 corrected binocular vision or at least 20/100 uncorrected binocular vision and satisfactory colour and peripheral vision.
- Normal hearing without artificial aids.
- No criminal convictions related to the job of firefighter.
- At time of hire, candidates must reside within a twenty-four (24) kilometer radius of New Westminster city limits.
- Minimum two years of accumulated work experience after high school (equivalent to full-time hours).
- Fluent in English (oral and written).
- You acknowledge and understand the physical and psychological fit requirements for the position of firefighter and the need to meet or exceed the medical standards set in NFPA 1582.

** Due to COVID 19 restrictions, CPAT assessments are not currently available. For the purposes of this competition, applicants are NOT required to submit a valid CPAT or equivalent physical assessment to meet the minimum requirements. However all successful candidates will be required to complete a physical fitness assessment approved by the employer prior to receiving an employment offer.

Preferred Qualifications:

- Successful completion of an approved Firefighter Training program, NFPA 1001 Levels I & II or approved equivalent.
- Post-secondary education, and/or
- Level 1 Trades Apprenticeship, and/or
- Military training and qualifications may be recognized as post-secondary credits on a case-by-case basis.
- Valid BC Emergency Medical Assistants Licensing Board License in one of the following: First Responder Level III with AED and Spinal Endorsements or Emergency Medical Responder (EMR) or Primary Care Paramedic (PCP) or Advance Care Paramedic (ACP) or other medical qualifications.
- Additional Fire Service related courses and fire related work experience (i.e. building construction, mechanical, heavy equipment operation, etc.).
- Ability to swim and related life-saving certificates.
- Fluency in a second language (oral and/or written).
- Computer literacy (i.e. proficiency in Microsoft Office and/or other common software applications).
- Community involvement and volunteer experience.

Verification of Qualifications:

You must provide documents verifying you have:

- Eligibility to work in Canada (Canadian Birth Certificate, valid Canadian Passport, Current Permanent Resident/Landed Immigrant Card).
- High School graduation or equivalency (i.e. G.E.D.).
- A valid Class 3 B.C. driver's license with air brake endorsement.
Please note: if you are applying from outside B.C., you will be asked to provide documentation from the Motor Vehicle Branch confirming your driver's license qualifications are equivalent to B.C. standards.
- Safe and responsible driving behaviour as demonstrated on a current driver's abstract (dated no more than 30 days prior to the application closing date) with no more than six (6) points for the past five (5) years and no present suspensions or charges pending. Infractions on your Driver's Abstract, within the last five (5) years, 24 Hour roadside prohibition, Immediate roadside prohibition and Administrative driving prohibition (ADP) **will eliminate** an applicant from further consideration in the current process. More than six (6) points, within the last five (5) years, **may eliminate** an applicant from further consideration in the current process.
- A valid Candidate Physical Ability Test (CPAT) certificate or equivalent alternatives as per minimum required qualification.**

** Due to COVID 19 restrictions, CPAT assessments are not currently available. For the purposes of this competition, applicants are NOT required to submit a valid CPAT or equivalent physical assessment to meet the minimum requirements. However all successful candidates will be required to complete a physical fitness assessment approved by the employer prior to receiving an employment offer.

Recruitment Stages

The recruitment process consists of 10 different stages:

- **Stage 1** - Application Process and Screening
- **Stage 2** - Firefighter Recruit Test
- **Stage 3** - Psychological Testing - Personality Assessment Inventory
- **Stage 4** - First Interview
- **Stage 5** - Skills Assessment
- **Stage 6** - Interview with the Fire Chief
- **Stage 7** - Reference Checks and Police Information Checks
- **Stage 8** - Medical/Fitness Evaluation
- **Stage 9** - Job Offer

Rules of the Firefighter Recruitment Process

- You must be successful at each stage in order to be considered further in the process.
- All correspondence with you during the recruitment process will be by e-mail (**no phone calls please**). It is the applicant's responsibility to ensure e-mail addresses are valid and accurate and computer firewalls/security is setup to accept e-mails from the City. It is the applicant's responsibility to check e-mails on a regular basis as there are deadlines issued for scheduling.
- Only shortlisted applicants will be contacted after Stage 1 - Application Screening Process.
- If you are unsuccessful at Stage 2 or beyond in the process, you will also be notified **by e-mail**.

Stage 1: Application Screening Process

Review the application manual thoroughly, it is your responsibility to understand the process and to provide all the requested information. Your application comprises of the material identified in the attached check list, your cover letter, your resume and copies of all relevant certifications and educational credentials.

All applicants **MUST** submit the documents identified in items 1-5 in the list of "Minimum Required Qualifications" to support their application. Failure to provide the documents listed in this category will disqualify you from the competition. Failure to provide the documents in the order defined below may disqualify you from the competition.

To support your application, please check mark all of the educational qualifications and certifications that you currently possess.

Applicant's Declaration

The applicant will be required to warrant that the information provided is true and accurate understanding that any false claims made by me may disqualify me from this competition

Stage 2: Firefighter Recruit Test

Applicants with the minimum required qualifications on the application closing date (and whose applications are regarded as complete on that date) will be invited **by e-mail** to complete the remote online exam.

Successful applicants will receive a second e-mail from an external exam provider that will contain detailed instructions for the applicant to complete the firefighter recruit test. The applicants will be given a 24 hour window during which time the 2.5 hour exam must be completed.

The recruitment test measures critical constructs required for successful job performance for a firefighter. The test battery consists of general aptitude, mechanical reasoning, and psychometrics testing. Candidates will **not** be tested on firefighting specific knowledge.

Stage 3: Personality Assessment Inventory (PAI)

Candidates that have successfully completed the firefighter recruit test identified in Stage 2 will be notified **by e-mail** and invited to complete Stage 3, the Personality Assessment Inventory. The report generated from the test will supplement the recruitment process for public safety personnel. The testing process will take up to two (2) hours.

Recruit candidates will be contacted by the external exam provider by e-mail. The e-mail will contain detailed instructions for the completion of the PIA.

Stage 4: First Interview

The interview is an in-depth structured assessment, consisting of specific selection criteria. It is also an opportunity to verify some of the information provided on the application form. The interviewers will be rating you based on the responses you provide. They have been trained to objectively capture data for this purpose. It is your responsibility to provide thorough information in a clear and concise manner.

The behavioural, competency-based questions will be measured to determine if you meet the criteria for successful job performance. Each of your responses will be rated to determine whether you have met the competency's criteria for successful job performance and fit. Your scores will be used to determine a ranking order.

The first interview will be a panel interview. The interview team will consist of at least one member from New Westminster Fire & Rescue Services and at least one member from the Human Resources Department.

- Candidates will be notified **by e-mail** if you have been invited for the first interview.
- Each candidate will be required to bring originals of all the supporting documentation that was used to make your application. This will include all of the required certificates and other documents listed in the Check List on page 2 of the application form. **Please note: All items submitted during your interview become New Westminster Fire & Rescue Services property. Please do not bring any items you wish to have returned.**
- Candidates may also present any other credentials that you would like the panel to consider.

Interview Preparations

Tip #1 - Research the Position/Conduct a Self-Assessment/Reflect/Compare

First Step - Research the position to build a list of essential job tasks.

Do what you can to research the tasks and activities performed by a firefighter. Begin building a list of typical firefighter job duties.

Use whatever resources are available to you to identify the duties and the different types of work environments in which these tasks are performed (i.e. internet, your local fire crew, fire training programs, or our website).

Second Step - Conduct a self-assessment to help determine your job fit.

Job fit is an important factor to consider when preparing for your interview. If you enjoy the activities that are important to successful job performance, you are more likely to find this type of work personally satisfying.

Begin building a list of activities that you know you find satisfying and enjoy performing. Simply telling the interview panel you enjoy all activities isn't sufficient. The panel wants to know specifically what activities you like.

Third Step - Reflect on past personal experiences to identify similar behaviours to the job tasks.

Think of and build a list of situations in the past four or five years where you have demonstrated similar behaviours to those on your list of firefighter tasks.

You do not require prior firefighting experience to successfully meet the position's competencies. Consider all your experiences including those gained through education, team/sporting activities, volunteer opportunities, etc.

Final Step - Compare your lists to identify common factors or shortfalls.

Compare all of your lists to see how closely they match. By conducting this comparison, you will be able to:

- Identify what factors of this job you are drawn to.
- Identify any shortfalls you may have in the areas of experience and skill.
- Compile a list of related examples to draw from during your interview.

Tip #2 - Know the structure, culture and community which New Westminster Fire & Rescue Services serves

Your objective should be to develop an understanding of the type of community, the nature and history of the position and the particular issues the organization and the department is facing. If you are not familiar with New Westminster and its surrounding communities, learn what you can of its structure (i.e. the climate and geographical layout, the sociological issues, Council's priorities, economic environment, etc.) to better identify the types of emergency response calls and the resources utilized at New Westminster Fire & Rescue Services.

Tip #3 - Commit to adequate preparation before your interview

Preparation is vital to the fire service. Prepare for your interview with the same energy you would commit to responding to an emergency as a firefighter. You may have little advance notice of your interview spot. Ensuring you are adequately prepared will lessen some of the stress associated with an interview and allow you to focus on marketing yourself for the position.

Tip #4 - Presentation is important

This is your opportunity to form a positive impression with your interviewers. A professional and confident demeanour will go a long way. Your dress, grooming and deportment will be considered. Be conservative and present a professional image. A respectful approach is warranted.

Recognize any distracting nervous habits you may have and develop strategies to curtail or lessen their impact on your behavior. Practice maintaining good posture and direct eye contact.

Plan your arrival for no more than 10-15 minutes before your appointed time to avoid confusion for the interviewers. Arriving late always creates a bad first impression. If circumstances beyond your control prevent you from arriving on time, ensure you contact the Human Resources Department at 604 527 4605 to discuss your options.

Tip #5 - Use your interview time wisely

A job interview is a communication process. Hone your verbal communication skills to ensure you:

- Listen carefully (ask for clarification if needed).
- Remain professional and positive.
- Speak clearly and audibly.
- Answer the questions with specific examples.
- Moderate your volume and animation.
- Although it is wise to avoid excessively lengthy responses, ensure that you provide relevant details (i.e. you don't want to leave your interview thinking "oh, I forgot to tell them about...").
- When given the opportunity, ask well-thought out questions which demonstrate your interest in the position. Let your interviewers know why you want the job and what you can offer.

Stage 5: Skills Assessment

Candidates shortlisted from the First Interview stage will be invited to participate in a Skills Assessment. Successful candidates will be required to commit to and complete the two day program.

Candidates selected for the Skills Assessment will be assigned to the Chief Training Officer at the Queensborough Fire Hall (Fire Hall #3) located in New Westminster. Each candidate will be evaluated on attitude, suitability and performance.

New Westminster Fire & Rescue Services require a liability waiver to be signed prior to your participation in the Two Day Skills Assessment.

Candidates are required to be dressed in appropriate work wear. Work wear includes steel toe work boots, work pants or jeans and a plain t-shirt or work shirt. Coveralls and turnout gear (personal protective equipment) will be provided.

When reporting to the fire hall location, it is recommended that candidates arrive 15 minutes early. The Skills Assessment will begin at 0830 hours and finish at 1630 hours each day.

Stage 6: Interview with the Fire Chief

At this stage, your application package is presented to the Fire Chief to review the perspective on your suitability for this position. The selection decision is based on consideration of your competencies, skills, physical abilities and job fit. The Fire Chief makes the final decision on the selection of firefighters.

Stage 7: Reference Checks and Police Information Checks

We use a number of tools throughout our assessment processes to validate your information and to capture a clear representation of your history. At this stage of the process, we substantiate this information through the following:

A. Reference Checks

- Conducting of reference checks does not necessarily indicate advancement to the next stage. A candidate's overall results at this step will determine if the candidate advances further.
- The reference check will ask your references to rate you based on their experiences with you as an employee, co-worker or other. Your references will also be asked to provide their assessments of you in your present or past employment as well as their beliefs on your suitability for a New Westminster firefighter position.
- Each candidate must provide at least six (6) work and character related references.
- References must be from non-related individuals.

Please note: You may be asked to provide additional references if the information received from other reference sources is considered to be insufficient.

B. Police Information Check

Since firefighters are in a position of trust, completion of a Police Information Check will be required.

- Candidates cannot have any criminal charges or convictions that are related to the duties of the position for which you have not received a pardon.
- Candidates must be open, honest and willing to disclose.
- New Westminster Fire & Rescue Services will cover the cost of completing the Police Information Checks.

Stage 8: Medical/Fitness Evaluation

Candidates must attend and pass a comprehensive medical/fitness evaluation demonstrating medical fitness to perform the job of firefighter. The medical/fitness evaluation will be assessed in accordance with the NFPA 1582 standards. (B). The medical/fitness evaluation will include a medical/physical examination with comprehensive medical testing including: urinalysis, vision test* (including colour vision), tuberculosis test, audiometry, spirometry, pulmonary function studies and treadmill exercise stress test. You must be cleared medically "fit-for-duty" in order to begin recruit training.

* "Far visual acuity is at least 20/30 binocular, corrected with contact lenses or spectacles. Far visual acuity uncorrected is a least 20/100 binocular for wearers of hard contacts or spectacles. Satisfactory colour and peripheral vision is required".

Please note: Successful corrective eye surgery or laser surgery may be acceptable providing it has been performed prior to six months of this application or after an acceptable waiting period as defined by your Ophthalmologist. Inadequate far visual acuity can result in the failure to be able to read placards and street signs or to see and respond to imminently hazardous situations.

Please note: Your application may be deferred or rescinded at the discretion of New Westminster Fire & Rescue Services based on the medical/fitness evaluation.

Stage 9: Job Offer

Following the final interview and medical/fitness evaluation, candidates may be given an offer of employment or be placed on an eligibility list for future employment opportunities.

Recruitment needs at times are difficult to predict and fluctuate as a result of a number of factors (i.e. retirements, city growth, funding/resource availability, etc.). This may mean you have successfully advanced through the recruitment process, yet have to wait until there are enough open positions available in the department to be offered employment.

Appendix A

Firefighter Recruitment Check list

Your application comprises of this check list, your cover letter, your resume and copies of all relevant certifications and educational credentials.

All applicants **MUST** submit the documents identified in items 1-4 in the list of "Minimum Required Qualifications" to support their application. Failure to provide the documents listed in this category will disqualify you from the competition. Failure to provide the documents in the order defined below may disqualify you from the competition.

To support your application, please check mark all of the educational qualifications and certifications that you currently possess.

Please e-mail these documents in one single PDF, quoting competition #21-27, to hr@newwestcity.ca

Minimum Required Qualifications (you **MUST** attach proof for items 1-4):

Minimum Required Qualifications		Requirement Met	Proof Attached
1.	Legally entitled to work in Canada. (Canadian Citizen or Permanent Resident/Landed Immigrant). Work Visas are NOT accepted.		
2.	High School Graduation or equivalent (i.e. GED).		
3.	Valid Class 3 Driver's License with Air Brake Endorsement or equivalent for vehicles with more than two axles (automatic transmission is accepted).		
4.	Current driver's abstract dated no more than 30 days prior to the application closing date (see Firefighter application guide).		
5.	A valid Candidate Physical Ability Test (CPAT) certificate issued within 12 months of this application closing date. (*) (**) (see below)		
6.	At least 20/30 corrected binocular vision or at least 20/100 uncorrected binocular vision and satisfactory colour and peripheral vision.		
7.	Normal hearing without artificial aids.		
8.	No criminal convictions related to the position of firefighter.		
9.	At time of hire, candidates must reside within a twenty-four (24) kilometer radius of New Westminster city limits.		
10.	Minimum two years of accumulated work experience after high school (equivalent of full-time hours).		
11.	Fluent in English (oral and written).		

*We will also accept a Firefighter Applicant Physical Aptitude Evaluation by the University of Victoria, Occupational Fitness Testing, School of Exercise Science, Physical & Health Education (www.firetest.ca)

** Due to COVID 19 restrictions, CPAT assessments are not currently available. For the purposes of this competition, applicants are NOT required to submit a valid CPAT or equivalent physical assessment to meet the minimum requirements. However all successful candidates will be required to complete a physical fitness assessment approved by the employer prior to receiving an employment offer.

Preferred Qualifications (if you are qualified, please attach proof for items 12-16):

Preferred Qualifications		Requirement Met	Proof Attached
12.	Successful completion of an approved Firefighter Training Program, NFPA 1001 Levels I & II or approved equivalent.		
13.	Post-secondary education and/or completion of Level 1 Trades Apprenticeship. Military training and qualifications may be recognized as post-secondary credits on a case-by-case basis.		
14.	Valid BC Emergency Medical Assistants Licensing Board License in one of the following: First Responder Level III with AED and Spinal Endorsements OR Emergency Medical Responder (EMR) OR Primary Care Paramedic (PCP) OR Advance Care Paramedic (ACP) OR other medical qualifications.		
15.	Additional Fire Service related courses and fire related work experience (i.e. building construction, mechanical, heavy equipment operations, etc.).		
16.	Ability to swim and related life-saving certificates.		
17.	Fluency in a second language (oral and/or written).		
18.	Computer literacy (i.e. proficiency in Microsoft Office and/or other common software applications).		
19.	Community involvement and volunteer experience.		

Acknowledgement:

- I acknowledge that I understand the physical and psychological fit requirements for the position of firefighter and the need to meet or exceed the medical standards set in NFPA 1582.
- I acknowledge that I understand that at the time of hire, I must reside within a twenty-four (24) kilometer radius of New Westminster city limits.
- By signing this document, I confirm that the information that I have provided is true and accurate. I understand that any false claims made by me, and if short listed for consideration, may disqualify me from this competition.

Name: _____

Date: _____

Signature: _____

Appendix B

Preparing for Fire Recruit Training

As you are expected to maintain standards throughout your career as a New Westminster firefighter, you must physically and mentally prepare yourself to begin a rigorous and challenging fire recruit training program. Your abilities, attitude and demeanour will be assessed throughout this process, and throughout your career.

Training programs are designed to give firefighters the knowledge and skill to cope with the dangerous and hostile environments they face. Recruit training curriculum incorporates in-class theory, practical knowledge, hands-on fire ground training and evaluations.

During the recruit training:

- You may be assigned to the Public Safety, Fire Prevention and Community Outreach section.
- Complete the NFPA 1001 Firefighter Level 1 & 2 Program.

Upon completion of your recruit training, candidates must demonstrate the NFPA 1001 Level 1 & 2 Program proficiency.

If successful in completing the training, you will be placed on your assigned shift for the remainder of your probationary period.

Knowledge Preparation

During recruit training, you will be tested frequently on your theoretical and practical knowledge to ensure you meet the standards. Failure to meet these standards will result in letter(s) of warning and could result in dismissal.

Physical Preparation

To enhance the likelihood of success during recruit training and to reduce the risk of injury, you must report to training in top physical condition. It is imperative that you are prepared for a high volume of fitness activity.

Probationary Period

New firefighters serve a twelve (12) month probationary period. During your probationary period, you will undergo extensive training and evaluation to determine ongoing suitability as a firefighter. Various performance standards are set and performance is assessed on a regular basis during the probationary period. Continual assessments by New Westminster Fire & Rescue Services occur throughout the probationary period and formal evaluations are conducted. You will undergo quarterly evaluations regarding your strengths and weaknesses in order to ensure you have the tools (information/feedback) to successfully complete your probationary period.

Please note: Probationary employees who fail to meet the training standards may be released from New Westminster Fire & Rescue Services at any time.

Firefighter Wages, Benefits and Residency Restrictions

In accordance with the current Collective Agreement with the International Association of Firefighters (IAFF), Local 256, New Westminster firefighters receive the following rates of pay during the first year of employment:

YEAR	CURRENT RATES OF PAY (2019 RATES)	
	HOURLY	MONTHLY
First Six Months (Probationary)	\$31.58	\$5,768
Second Six Months (Probationary)	\$33.84	\$6,180

Benefits

The City of New Westminster offers a competitive benefits package including life insurance, optional life insurance, extended health and dental coverage, pension plan and vacation. New Westminster firefighters are provided with full work and dress uniforms, and personal protective equipment including duty gear.

Hours of Work (Fire Suppression)

The hours of work consist of an average of 42 hours per week. The schedule has rotating day and night shifts comprised of two 10-hour day shifts, followed by two 14-hour night shifts.

Residency Restrictions

If you are selected to be a firefighter, residency restrictions will apply. At time of hire, firefighters must reside within a twenty-four (24) km radius of New Westminster city limits.

Appearance and Grooming

Proper deportment and appearance by New Westminster firefighters indicates a sense of respect, pride and professionalism and conveys these values to the public. Please be aware of our appearance and grooming requirements:

- Hair shall not extend below the bottom of the ear opening.
- Hair may be coloured, frosted or tinted in a colour naturally occurring in human hair.
- The hairstyle must not interfere with the proper wearing of regulation headgear nor impede the donning/utilization of any equipment, and/or accomplishing any function that a member may be required to perform.
- Hair that is longer will be bound with hairpins, barrettes or elastics of a neutral colour, in a way that keeps it from extending past the top edge of the shirt collar and not interfere with the headband or secure fit of uniform hats and protective headwear.
- Sideburns must be neatly groomed and cannot encroach onto the area covered by the Self-Contained Breathing Apparatus face piece or respirator mask.

- Beards and goatees will not be allowed.
- Moustaches are permitted but must be neatly trimmed. Moustaches must not interfere with the proper seal of the Self-Contained Breathing Apparatus face piece or respirator mask.
- Firefighters must be clean shaven prior to starting each shift.
- All members are encouraged to refrain from wearing jewelry while on duty.
- A wristwatch or medic-alert bracelet may be worn on either wrist, provided it is snug enough to prevent a snagging hazard.

Personal appearance and grooming requirements will be applied in a manner consistent with human rights legislation. Where applicable, New Westminster Fire & Rescue Services will provide reasonable accommodation.

Environmental and Working Conditions

Environmental factors play a large role in the performance of a firefighter's duties. Some working conditions that firefighters experience as part of normal operating procedures include:

- Firefighters are required to report for each shift "fit-for-duty", both mentally and physically.
- Shift work, including holidays and weekends.
- Firefighters may be required to respond to staff call backs and major alarms.
- Performing required tasks while wearing full personal protective equipment including Self-Contained Breathing Apparatus.
- Withstanding strong vibrations over extended periods of time (i.e. riding in emergency vehicles, operating/holding heavy power tools in awkward positions, etc.).
- Working quickly to extinguish fires in extreme heat and when visibility is poor or non-existent.
- Experiencing physically demanding tasks during extreme fluctuations in temperature.
- Lifting, carrying, butting, extending and climbing ladders to extreme heights, while maintaining balance and maneuvering in unwieldy positions.
- Working in hazardous areas that are hot, wet, slippery, muddy, icy, dirty, cramped, etc.
- Working on and around moving machinery, vehicles and equipment.
- Being aware of and protecting against burns and other injuries; exposure to sharp objects, hazardous substances through inhalation, injection, ingestion and absorption; high noise levels; infectious agents/biological hazards; radiation hazards; smoke; dust; noxious odours and contaminants; and uninstalled or unshielded electrical equipment.

New Westminster Fire & Rescue Services view fitness as an integral component in firefighting due to the physical and mental strain induced while performing operational tasks.

Appendix C

NFPA 1582, Chapter 6, Section 6.2.2 - Category "A" Medical Conditions

Medical standards follow the requirements outlined under the National Fire Protection Association Standard on Comprehensive Occupational Medical Program for Fire Departments (referred to as "NFPA 1582"). Recruit candidates will undergo a comprehensive medical examination and exercising stress test to determine if they are medically "fit-for-duty" and also to rule out any medical conditions that are classified as "CATEGORY A" under NFPA 1582.

"Candidates with Category "A" medical conditions shall not be certified as meeting the medical requirements of this standard." The following information is provided as a general guideline and is not all-encompassing. A complete copy of the NFPA 1582 standard can be purchased from the National Fire Protection Association at www.nfpa.org or phone 617 770 3000.

Category "A" Medical Conditions Not Accepted For Firefighter Positions

Section 6.3 - Head and Neck

Skull/facial deformities that prevent adequate helmet or respirator face-piece fit.

Section 6.5 - Ears and Hearing

Chronic vertigo or impaired balance as demonstrated by the inability to tandem gait walk. On audiometric testing, average hearing loss in the unaided better ear greater than 40 decibels [dB] at 500 hertz [Hz], 1000 Hz and 2000 Hz when the audiometric device is calibrated to ANSI Z24.5.

Any ear condition or hearing impairment that results in a person not being able to safely perform essential entry level job tasks.

Section 6.9 - Heart and Vascular System

Section 6.9.1. - Heart Coronary Artery Disease, Cardiomyopathy or Congestive Heart Failure, Acute Pericarditis, Endocarditis or Myocarditis Recurrent Syncope, Condition requiring an automatic implantable cardiac defibrillator, Third-degree Atrioventricular Block, cardiac pacemaker, Idiopathic Hypertrophic Subaortic Stenosis.

Section 6.9.2. - Vascular System Hypertension not controlled by approved medications. Thoracic or Abdominal Aortic Aneurysm. Carotid Artery Stenosis or Obstruction. Peripheral Vascular Disease.

Section 6.10 - Abdominal Organs and Gastrointestinal System

Presence of uncorrected Inguinal/Femoral Hernia regardless of symptoms.

Section 6.12 - Urinary System

Renal Failure or insufficiency requiring continuous ambulatory peritoneal dialysis (CAPD) or haemodialysis.

Section 6.13 - Spine and Axial Skeleton

Scoliosis of Thoracic or Lumbar Spine with angle greater than 40 degrees. Multiple spinal surgeries or spinal surgery involving fusion of more than two vertebrae, discectomy or laminectomy, or rods still in place. Any spinal or skeletal condition producing sensory or motor deficits or pain frequently requiring narcotic analgesic medication. Cervical, Thoracic or Lumbosacral vertebral fractures.

Section 6.14 - Extremities

Metal plates or rods supporting bone during healing. Total joint replacement. Amputation or congenital absence of upper or lower extremity (i.e. hand, foot, thumb proximal to the mid-proximal phalanx). More than one shoulder dislocation without surgical repair or recurrent shoulder disorder within last five years.

Section 6.15 - Neurological Disorders

Ataxias of heredo-degenerative type. Cerebral arteriosclerosis. Hemiparalysis. Multiple sclerosis or Myasthenia gravis with activity within previous three years. All epileptic conditions without complete control during previous five years. Dementia and Parkinson's diseases.

Section 6.18 - Endocrine and Metabolic Disorders

Diabetes mellitus which is treated with insulin. Diabetes which is not treated by insulin nor controlled.

Minimum Physical Fitness Hiring Standards

Candidate Physical Ability Test (CPAT)

In 1997, the International Association of Firefighters (IAFF) and International Association of Fire Chiefs' (IAFC) teamed up with 10 major North American fire services and unions to create the IAFF/IAFC Wellness-Fitness Task Force to address national standards on firefighter health and fitness. Through this mutual IAFF/IAFC partnership, an entry-level firefighter task specific test was created known as the Candidate Physical Ability Test (CPAT). This physical ability test was developed to allow fire departments to assess pools of trainable candidates who have the minimal physical ability to perform essential job tasks at fire scenes.

The CPAT is a minimal task-analysis initiative that requires no prior firefighting knowledge to be successful. The intent of this test is to establish an individual's ability to perform physical job tasks with enough reserve for emergency situations and normal activities. Successful applicants are those who have incorporated fitness as a lifestyle, as this is important to a firefighter's health and safety considering the profession's physical demands.

Appendix D

Tasks and Duties of a Firefighter

Typical day-to-day job duties that meet the primary functions of the firefighter position include:

A. Fire Suppression Duties

All on-scene fire ground operations are performed while wearing department issued personal protective equipment and may include donning, doffing and regulating a Self-Contained Breathing Apparatus.

B. Emergency Response/Initial Scene Assessment

- Accurately receiving and comprehending radio dispatched information.
- Responding to residential, industrial, structural and/or wildland fire emergencies.
- Responding to rescues/requests for assistance/reports of smoke.
- Responding to electrical hazards/potential sites of ignition.
- Safely driving/riding in firefighting/emergency apparatus in response mode.
- Identifying on-scene hazards and seeking the source of the fire.
- Advising commanding officers of on-scene fire conditions and hazards.
- Assessing the emergency scene and determining if assistance from additional fire personnel, law enforcement, medical examiner and/or utility personnel is required.
- Determining the stability of supporting surfaces.
- Determining the safest route for extricating/evacuating victims.
- Following radio response protocols including exchanging information with other crew members, dispatchers and commanding officers at the scene.
- Shutting off utility services to buildings.

C. Hose Handling

- Calculating building height in metres from its floors.
- Determining water stream required to reach the fire.
- Calculating litres or gallons per minute out of a particular size hose.
- Determining the number of lines needed to extinguish the fire.
- Wrapping hose around a hydrant to stretch it out and ensure it reaches the port.
- Removing the hydrant cap with a wrench.
- Coupling a hose connection to the hydrant.
- Coupling and uncoupling hose connections.
- Dragging/extending accordion folded or flat load, uncharged.
- Opening hydrant to charge fire hose.
- Dragging/holding a charged hose unassisted and opening the nozzle.
- Applying a hose clamp to a charged/uncharged hose.

D. Pump Operations

- Calculating, achieving and maintaining correct water pressure for hose lines.
- Operating foam dispensing equipment.
- Inspecting and maintaining fire apparatus during emergency and non-emergency operations by checking gauges and preventing freeze up.

E. Primary Search

- Verbally communicating while wearing personal protective equipment such as a face piece and Self-Contained Breathing Apparatus.
- Crawling on floors with limited visibility, feeling around for the heat of the fire source.
- Systematically searching for victims including missing firefighters.
- Extricating trapped conscious/unconscious victims.
- Dragging/carrying/removing conscious/unconscious victims from danger source.
- Unassisted, dragging/carrying conscious/unconscious victims down stairs/out of buildings.
- Unassisted, carrying conscious/unconscious victims down ladders.

F. Fire Ground Operations

- Calculating building heights in metres to allow for proper deployment of ground and aerial ladders.
- Being aware of electrical lines/hazards when positioning fire apparatus, ladders, etc.
- Setting up Aerial Apparatus jacks/out-riggers and placing chocks.
- Operating the ladder pipe from Aerial platform and positing/raising ladder.
- Removing extension ladder from apparatus and placing in position.
- Butting ladder, raising halyard to desired length and then positioning the ladder by lowering it into its objective.
- Climbing Aerial Apparatus and/or ground ladders.
- While on a ladder or from other heights (i.e. rooftops), directing hose/nozzle at fire.
- Removing from apparatus and transporting/placing heavy equipment into operation (i.e. positive pressure fans, generators, ladders, tools, etc.).
- Hoisting equipment to upper levels with a rope.
- Carrying heavy equipment up stairs.
- Determining when to open roofs, walls and doors.
- Making openings for ventilation using hydraulic/power/hand-tools.
- After a fire is extinguished, checking for smouldering fire inside walls and ceiling.
- Lowering ladders and re-bedding them onto apparatus.
- Reloading wet hose back onto apparatus.

G. Fire Suppression

- Using cumbersome tools (i.e. axes, sledge hammers, etc.) to make forcible entries.
- Entering smoke filled buildings/rooms with a hose in hand.
- Dragging charged hose on stairs and around obstacles (i.e. furniture, walls, etc.).
- Extending the hose line to a fire.
- Opening a nozzle on a charged hose line.

- Operating/holding a charged line in confined spaces/awkward positions.
- Monitoring hot spots/preventing flare ups.

H. Salvage/Overhaul

- Securing/preserving evidence at fire scene.
- Stabilizing walls/roofs.
- Moving furniture/valuables and protecting them with salvage covers.
- Creating dikes for channeling water out of building.
- Removing burned and charred waste.

I. Pre-Hospital care

- On-scene pre-hospital care is performed while wearing department issued protective personal equipment.
- Accurately receiving/comprehending radio dispatched information.
- Removing from apparatus and carrying to scene heavy trauma equipment.
- Donning additional personal protective equipment (i.e. gloves, masks, eye protection, etc.).
- Assessing patient condition and providing initial medical care.
- Managing hysterical/agitated/unstable patients requiring medical attention.
- Applying resuscitation measures as necessary.
- Performing CPR or other appropriate cardiac emergency procedures.
- Setting up and operating an Automatic External Defibrillator.
- Administering oxygen.
- Controlling bleeding/immobilizing fractures/bandaging wounds.
- Treating shock.
- Assisting in childbirth.
- Gathering information from a patient or family regarding the patient's medical history.
- Providing concise/complete information to paramedics regarding status of patient(s).
- Assisting paramedics with continued care of the patient.
- Preparing and transferring a patient to an emergency vehicle.

J. Vehicle Extrication

- Vehicle extrication is performed while wearing department issued protective personal equipment, which may include donning, doffing and regulating self-contained breathing apparatus.
- Controlling the accident scene to protect self, crew, victims, witnesses, etc.
- Directing traffic around accident scene.
- Stabilizing vehicles using cribbing and other necessary tools.
- Removing from apparatus, carrying, starting and operating heavy/hydraulic equipment to extricate trapped victims.
- Safely freeing/removing persons from entrapments.
- Preserving evidence at the scene.
- Sweeping up/picking up glass, debris and hazardous material spills.

K. Fire Hall Duties & Responsibilities

- Maintaining physical and mental abilities to be 'fit-for-duty'.
- Reporting for duty early to maintain a crew accountability system.
- Presenting a clean/neat personal appearance to maintain proper department.
- Maintaining positive and harmonious working relationships with crew members.
- Removing used equipment from apparatus after calls for cleaning/drying.
- Removing hoses from hose tower and storing them.
- Preparing the emergency vehicles for the next response, including decontaminating and disinfecting unit and equipment, restocking supplies, inspecting equipment and making arrangements for necessary repairs or replacement.
- Performing facility repairs or requesting maintenance calls.
- Storing fire equipment and supplies.
- Replenishing fire hall supplies when needed.
- Maintaining an inventory of tools and equipment.
- Thoroughly inspecting, cleaning, polishing and maintaining apparatus, tools, equipment and personal protective equipment.
- Inspecting, servicing and performing tests of personal protective equipment including Self-Contained Breathing Apparatus.
- Performing equipment overhaul operations.
- Performing regular service tests on all apparatus.
- Participating in ongoing training drills to further develop and maintain proficiency.
- Maintain a neat and clean working/living environment at the fire hall.
- Answering routine phone calls in the fire hall.
- Conducting fire hall tours.

L. Fire Prevention/Inspections

- Inspect commercial buildings for fire hazards.
- Inspect multi-residential complexes for fire hazards, dangers or violations.
- Determine and accurately document fire code violations.
- Check operation of exit lights, emergency lights and fire extinguishers.

M. Administrative Duties

- Writing First Responder Patient Forms and completing other administrative forms.
- Data entry and completing computerized incident reports.
- Writing building fire inspection reports.
- Completing in-station training materials and following departmental directions.

N. Training/Drills

Reviewing training materials to learn and have a working knowledge of:

- Fire behaviour and various causes of fire.
- How to successfully attack a fire.
- Building construction to predict fire reaction.
- Forcible entry into buildings.

- Ventilation methods to aid in extinguishing fires.
- Appropriate fire streams given factors that can affect flow of water through air.
- Water supply systems.
- Hydraulics and pump operation.
- Practicing and performing evolutions.
- Carrying hose, hose lays and hose use.
- The characteristics of and proper use of ladders.
- Various methods of rescue.
- Ropes and knots to accomplish rescues, stabilize vehicles and haul tools.
- Extricating victims from vehicles.
- Principles of shoring trenches, hydraulics and weights/gravity.
- Technical High Angle Rope Rescue techniques.
- Confined Space and Structural Collapse techniques.
- Rescue and Suppression techniques.
- Computers and computer programs.
- Respectful Workplace and Diversity.
- Salvage and Overhaul.
- Fire alarms and automatic sprinkler systems.
- Hazardous materials and techniques.
- The most direct routes to various addresses in a response area.
- The locations of streets, water mains and hydrants in a response area.
- Fire Rescue Service operational guidelines.
- Other learning as required.

O. Promoting Positive Public Relations

- Using tact and diplomacy when dealing with all citizens.
- Treating citizens, co-workers and members of mutual aid agencies respectfully, with dignity and professionalism regardless of race, creed, gender or beliefs.
- Interacting and working successfully with citizens and any outside agencies.
- Providing fire education programs to the public.
- Making public education appearances.
- Conducting demonstrations at community events.

Appendix E

Frequently Asked Questions - Minimum Qualifications

Q: Can I apply before I have met all of the minimum qualifications if I intend to complete them once you've accepted my application (e.g. Class 3 with Air, CPR, and basic first aid?).

A: *No, all minimum required qualifications must be met on or before the application closing date.*

Q: Where can I find information on becoming eligible for employment in Canada?

A: *Please contact the Government of Canada's Immigration and Citizenship at www.cic.gc.ca.*

Q: How can I determine if a medical condition I have makes me ineligible for hire?

A: *Your physician is the best resource for information on your personal health. We encourage you to book a complete physical with your physician before you decide to submit a firefighter application to identify and/or discuss any conditions that may affect your ability to perform essential firefighter job tasks.*

To aid your physician in understanding the job tasks, a copy of the "NFPA 1582" standard can be purchased through the National Fire Protection Association at www.nfpa.org or phone 617-770-3000. Please do not submit a vision report, audiogram report or any other medical information with your application.

Q: I did not complete a High School Diploma. What will you accept as a suitable equivalent?

A: *We will accept a High School Equivalency Diploma (i.e. G.E.D.), a post-secondary certificate, diploma, an undergraduate or applied degree or an apprenticeship or journeyman certificate.*

To find the guidelines for completing High School equivalency programs, please refer to the Provincial and Territorial Departments and Ministers Responsible for Education in Canada at www.cmec.ca or phone 416-962-8100.

Q: I do not live in British Columbia. How can I determine if my operator's license and/or demerit points meet your driver license qualifications?

A: *Please contact the Insurance Corporation of British Columbia www.icbc.com or in the Lower Mainland phone 604 661 2800 or send a fax to 604 646 7400. Elsewhere in B.C., Canada and the U.S.: 1 800 663 3051 or send a fax to 604 661 2896.*

Please note: your license must be valid and have no more than six (6) demerit points throughout the recruitment process. Proof will be required.

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

A: *No, training will be delivered prior to being placed on active duty.*

Frequently Asked Questions - Application

- Q: Can I include copies of other certificates or credentials I have attained?
A: *No, please include only what is requested in the application form. Additional certifications can be provided at the interview stage.*
- Q: What happens after you've received my application?
A: *Your application package will be assessed for compliance and completeness. Only shortlisted candidates will be advised via e-mail if you are advancing on to the next stage of the recruitment process.*

Frequently Asked Questions - Interview

- Q: What do I need to bring with me to my interview?
A: *When your interview has been booked, we will send you an e-mail outlining items you are expected to bring to your appointment.*
- Please note: failure to bring the requested items could result in the cancellation of your interview.***
- Q: What if I cannot come up with an answer to an interview question?
A: *You can ask to gather your thoughts or to bypass the question and return to it later. If you still cannot recall a specific experience to share, try to reflect back on any volunteer experiences or situations that you have dealt with involving your family or friends.*
- Q: How can I prepare for my interview?
A: *Don't wait until the last minute to prepare? Practice and preparation ahead of time are essential to your success. If you are from out-of-town/province, be prepared to travel and/or stay in New Westminster or short notice.*

Frequently Asked Questions - Selection Process

- Q: How long is the selection process?
A: *Unfortunately, there isn't a set time frame to follow as the hiring needs of our department fluctuates and are dependent on outside factors such as retirements, funding, city growth, legislation, etc. It may be necessary for us to "speed up" or "slow down" our process in order to meet operational needs. You may be asked to participate in one or more tests in a short period of time or you may need to wait for a period of time until sufficient resources are available.*
- Q: How often should I expect to hear from Human Resources?
A: *We endeavor to keep you informed and current with information on the New Westminster Fire & Rescue Services webpage relevant to the status of your recruitment file. It is your responsibility to keep the Human Resources Department informed of any changes in contact information (i.e. e-mail, telephone, address) or if you will be unavailable for a period of time (i.e. on vacation, out of the country, etc.).*

Q: Do you accept out-of-province applicants?

A: *Yes, however, be aware you will be required to travel to New Westminister on many separate occasions to participate in different tests, sometimes with little advance notice.*

Please note: any costs associated with travel and/or relocation expenses are your own responsibility.

Q: I am currently a professional firefighter in another City/Municipality. Do you have an experienced firefighter transfer program?

A: *No, we will continue to seek entry-level firefighters until further notice.*

Q: I have completed the Professional Firefighter Certification (i.e. NPFA 1001 Professional Firefighter). Do I have an advantage?

A: *Not necessarily. We accept applications from individuals from all walks of life and assess their files based on individual skills, experiences, attributes, values, etc. Applicants are measured on their ability to meet/exceed our standards rather than how they compare to other candidates.*

Q: Can you recommend courses that I can take to better my chances of being selected?

A: *Due to the competitive nature of the assessment process, we do not counsel or provide recommendations to potential applicants on how to increase their competitiveness.*

Q: If I am unsuccessful at any stage in the selection process, what feedback can I expect?

A: *Feedback may be provided wherever possible.*

Q: I have already successfully completed a recognized firefighter training program through a college or other fire department. Will I need to re-write the exams?

A: *Yes, you will need to learn our methods, techniques and protocols to perform your duties as a New Westminister firefighter. While your prior knowledge will be helpful in acquiring the required theoretical knowledge, it will not be sufficient in meeting our training standards.*

We want to acknowledge the time and effort spent by each applicant in pursuit of a career as a firefighter.

THANK YOU for considering working with New Westminister Fire & Rescue Services.

THE CITY OF NEW WESTMINSTER IS AN EQUAL OPPORTUNITIES EMPLOYER.