

# VOLUNTEER FIREFIGHTER RECRUITMENT INFORMATION PACKAGE





# **DUNDALK FIRE DEPARTMENT Volunteer Firefighter RECRUITMENT INFORMATION PACKAGE**



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# **DUNDALK FIRE DEPARTMENT Volunteer Firefighter RECRUITMENT INFORMATION PACKAGE**

## **ABOUT DUNDALK FIRE DEPARTMENT**

The Dundalk Fire Department, operated by the Township of Southgate, has a long-standing commitment to fire safety and emergency response in the region. Located at 85 Dundalk St. Dundalk, ON, the department serves not only Southgate Township but also parts of the Municipality of Grey Highlands and Melancthon Township covering over 640 square Kilometers. The department consists of a full-time Fire Chief, Deputy Chief/Fire Prevention Officer, Fire Administrator, Fire Officers and up to 35 firefighters, ensuring comprehensive emergency coverage. The Dundalk Fire Department responds to a variety of emergency calls, including but not limited to structural fires, vehicle accidents, medical emergencies and hazardous material incidents. In the event of a major incident, such as a large commercial fire, the department collaborates with neighboring fire services to ensure adequate response and coverage. The Dundalk Fire Department also plays a crucial role in fire prevention, public education and issuing burn permits to maintain the safety standards within the community.





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## **HIRING PROCESS**

The Dundalk Fire Department starts the hiring process in September of recruitment years. Resumes are accepted throughout the year and are accessed during the hiring process. Minimum requirements to be considered for our recruitment is the have are:

1. Highschool diploma
2. G class licence
3. Live or work within an acceptable distance to the Dundalk Fire Hall
4. Provide a certificate of vulnerable sector screening (required at the end of stage 3)
5. Medical evaluation report from a qualified medical practitioner (required at the end of stage 3)

Hiring is completed through a multi-step process beginning with submitting your resume. Resumes can be submitted at any time. To be considered for any recruitment year, resumes must be received by the end of September of that recruitment year. The hiring process then runs until the middle of December. Successful candidates will start their in-class portion at the beginning of January. The following are the steps of the Hiring process:

1. Submit resume (Deadline is September 30<sup>th</sup>)
2. Stage 1: Aptitude tests are conducted for successful candidates.
3. Stage 2: Interviews are conducted for successful candidates.
4. Stage 3: Physical testing is conducted for successful candidates.
5. Stage 4: Verification of all documentation
6. Job offers are given to successful candidates.
7. Recruitment training starts January 7<sup>th</sup>, 2026.

A background in firefighting and having a DZ licence are considered an asset but does not guarantee candidates will be given a job offer. All successful candidates will obtain NFPA 1001 Firefighter Level 1&2, NFPA 1072 Hazmat Awareness & Ops at the conclusion of recruitment training.



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## **RECRUITMENT PROCESS**

The Dundalk Fire Department's recruitment and training program is designed to develop highly skilled and knowledgeable firefighters through a robust and immersive experience. Training begins in January and runs through October, offering a blend of classroom instruction, Practical exercises and real work simulations. Sessions are held every Wednesday evening and one Saturday per month, allowing recruits to steadily build their competencies while balancing other responsibilities.

Throughout the program, recruits receive instruction aligned with NFPA 1001 Firefighter Level I and II, which includes fire behaviour, building construction, search and rescue, ventilation, fire suppression, and emergency medical response. These modules are reinforced through live fire training scenarios, ladder drills and vehicle extrication exercises. In addition, recruits are trained to handle hazardous materials incidents under NFPA 1072 Awareness and Operations standards, this includes identifying hazardous substance, using protective equipment, and executing decontamination procedures. The training also emphasizes teamwork, communication, and physical fitness, ensuring that graduates are not only technically proficient but also mentally and physically prepared for the demands of the job. By the end of October, successful recruits will have earned NFPA 1001 Firefighter Level I and II and NFPA 1072 Operations Level making them eligible to serve as a firefighter in the Province of Ontario.

## **PUBLIC EDUCATION EVENTS**

The Dundalk Fire Department actively promotes fire safety and prevention through a variety of public education programs and community outreach events. One of the flagship initiatives is the "Adopt-a-Grade" Fire Safety Program, specifically designed for Grade 3 students across Southgate Township. This engaging program introduces children to essential fire safety concepts in a fun and age-appropriate way. Firefighters visit classrooms to teach students about smoke alarms, home escape plans and how to respond in an emergency.

The Dundalk Fire department participates in an annual door to door smoke/CO alarm and home inspection campaign to ensure residents are protected with



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working smoke/CO alarms and that their residents is safe from possible fire emergency.

In addition to Adopt-a-Grade and the door-to-door campaign, the department host school visits, station tours, open houses and participates in Community Events like Holstein Maple Fest and the Dundalk Fall fair throughout the year. These events feature live demonstrations, fire truck tours, and hands-on learning like exiting the smoke house or using a fire extinguisher. Through these efforts, the Dundalk Fire Department fosters a culture of preparedness and safety, strengthening its connection with the community it proudly serves.

## **Attendance requirement**

Attendance is a critical component of the Dundalk Fire Department's expectations for both recruits and active members. During recruitment phase, 100% attendance is mandatory. This ensures that each recruit receives the full scope of training necessary to meet the department's high standards. If a training session is missed due to unforeseen circumstances, it is the recruit's responsibility to make up the missed content in coordination with training officers. This ensures that all recruits are equally prepared and certified in accordance with NFPA 1001 Levels I and II, and NFPA 1072 Awareness and Operations.

Upon successful completion of the recruit program, firefighters transition into regular departmental operations, where attendance expectations remain high. Practice nights are held on Tuesday evenings from 19:00 to 22:00, and members are required to maintain a minimum of 70% attendance at these sessions throughout the year. There are specific training exercises throughout the year that are mandatory, which require 100% attendance. Additionally, firefighters are expected to respond to at least 25% of emergency calls. While this may seem modest, consistently responding to 100% of the calls you are available for is the most effective way to meet or exceed this benchmark. These attendance standards are essential for maintaining operational readiness, ensure team cohesion, and delivering reliable emergency services to the community.

The Dundalk Fire Department also attends events throughout the year to offer our community Public Education on fire and life safety. Attendance at Pub Ed events is required in addition to suppression division requirements to help build relationships with our community.



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## **Compensation Emergency Calls**

Volunteer firefighters with the Dundalk Fire Department receive compensation based on their level of training and experience. For emergency calls Auxiliary firefighters, who are on probation, are compensated at minimum wage as they begin their journey into the fire service. As they gain experience and complete required training, they can advance to Class 2 firefighter status, earning \$22.56 per hour, and ultimately to Class 1, with a rate of \$33.20 per hour. This structured compensation system recognizes the dedication of volunteers while encouraging growth and continued professional development.

## **Compensation for Training**

Auxiliary members during the initial recruitment training are not compensated for their time. Once recruitment training is completed all members of the department received the same compensation for training nights. Training nights are compensated at a flat rate of \$54.79 per training night.

## **Additional Training Opportunities**

Beyond recruitment training there are several opportunities for firefighters to advance themselves with additional training in the fire service. The Ontario Fire College offers several courses such as Fire Officer, Fire Instructor, Fire Inspector, Public Education and Pump operations for anyone wanting to drive a fire apparatus with a pump equipped. While some of these courses may be optional for members some of these courses are required under mandatory certification requirements in Ontario and members will be required to complete them as they advance within the department.