

CANYON FIRE DEPARTMENT
301 16TH STREET
CANYON, TEXAS 79015

Dear Future Member,

Thank you for your interest in becoming part of the Canyon Fire Department family. We are looking for dedicated individuals who have a desire to serve their community and be part of a team.

Being a volunteer firefighter can be a rewarding and exciting experience and is a great way to serve your community. If you are looking for a challenge and a way to do something important for your community, then becoming a volunteer firefighter may be the opportunity for you.

We strive to provide the highest quality of service to our citizens and visitors by responding to a variety of incidents such as structure fires, motor vehicle accidents, brush fires, water and technical rescues, hazardous materials incidents and many other emergency and non-emergency calls for service.

Firefighting is an evolving field and the role of today's firefighter is substantially different than in the past. Firefighters must meet state requirements and continually train to prepare for a variety of emergencies situations that may be encountered. Members of the Canyon Fire Department are required to attend weekly training sessions to maintain their skills and knowledge at the highest level in order to respond to these calls.

Again, thank you for your interest in our organization and we look forward to receiving your application. Please feel free to contact me with any questions that you may have.

Dennis Gwyn
Fire Chief
Canyon Fire Department
806-655-5010
dgwyn@canyontx.com

About Us

We are a combination department, meaning that we are comprised of both career and volunteer firefighters. Each of our members are trained and equipped to the same level to provide the best possible service to our community and neighbors. The department responds to an average of one thousand calls (1,000) per year and operates twenty-two (22) pieces of equipment which includes:

- (4) Support Units
- (3) First Line Engines
- (1) Reserve Engine
- (1) 77' Aerial Ladder
- (1) Medium Duty Rescue Unit
- (2) EMS Units
- (1) Technical / Rope Rescue Unit
- (5) Wildland Units
- (1) Water Tender
- (1) Towable Light Tower / Generator
- (2) Kawasaki Utility Vehicles

Mission Statement

It is the mission of the Canyon Fire Department to protect and save lives and property through response, prevention, education and preparedness.

Members of the department are committed to delivering the best service possible to this community and the areas that we serve through;

- Providing prompt and professional service.
- Promoting fire safety education.
- Continued training and education to maintain proficiency in the services that we provide.
- Commitment to the core values of integrity, customer service, excellence, respect and teamwork.

Job Description – Volunteer Firefighter

Position Summary – Under the general supervision of a company officer, responds to emergency and non-emergency calls for service. Performs firefighting, fire prevention, rescue, emergency medical services, hazmat and other related duties to protect lives and property. Assist in maintaining fire department apparatus, equipment and facilities to ensure daily operational readiness.

This job description is not intended to be construed as an exhaustive list of all duties, responsibilities, skills and abilities required for this position.

Essential Duties and Responsibilities

- May respond to emergency calls 24 hours a day, 7 days per week and may involve working during weekends, holidays and in all types of weather conditions.
- Drives apparatus; operates fire pumps and other firefighting equipment.
- Serves as a hose operator in firefighting activities including, pulling hose and directing fire streams; assists in salvage and overhaul operations; positions and climbs ladders and assists in forcible entry and ventilation operations.
- Responds to emergency medical calls and administers prehospital care to the sick and injured.
- Operates hydraulic tools and other related rescue equipment.
- Participates within the incident command system and assumes command at scenes, until relieved by a senior firefighter or officer.
- Cleans and makes minor repairs to apparatus and equipment.
- Performs hose testing and cleaning.
- Participates in performing hydrant flow testing.
- Prepares and enters incident reports and other documentation related to fire department operations, into computer system.
- Operates radio, telephone and computer equipment.
- Maintains knowledge and proficiency related to fire department rules and regulations, standard operating guidelines, fire hazards, firefighting techniques and related subjects.
- Participates in pre-fire planning, prevention, inspection and mitigation activities.
- Participates in training to enhance and maintain skills in fire suppression, prevention and EMS topics through classroom, on-line and hands on training.
- Assist with presenting public fire safety education programs, CPR classes and public relation events.
- Participates in severe weather watch operations as necessary.
- Performs other duties related to city and fire department activities as assigned.
- Supports and cooperates with peers and supervisors in the performance of duties.
- Participates on calls and in training sessions to meet fire department requirements.
- Participates in activities or special events such as fund raisers, work sessions, or social events.

Qualifications

Knowledge of:

- Operation and mechanical principles apparatus, tools and equipment used in firefighting operations.
- Principles and techniques of fire ground hydraulics.
- Basic computer report production techniques and word processing.
Street locations and physical layout of the response district, including major fire and life safety hazards.
- Rules and regulations of the fire department.
- Principles, practices and procedures of modern firefighting, technical rescue and emergency medical services.
- Incident command system.

Ability to:

- Learn and apply new information and skills.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain cooperative working relationships with fellow employees, volunteers, other city departments, other agencies and the general public.
- Utilize modern office technology including, but not limited to, the operation of a computer and use of basic data base and word programs.
- Deal effectively and courteously with the general public.
- Maintain a high level of confidentiality and use discretion in dealing with sensitive issues not considered to be public information.
- Understand and carry out oral and written instructions.
- Operate apparatus and equipment used in modern firefighting operations.
- Demonstrate a moderate degree of mechanical aptitude.
- Think and react quickly in order to make informed decisions in extremely stressful situations.
- Work in very high mental and emotional stress levels caused by dangerous and hectic situations.
- Stand for extended periods of time.
- Wear an SCBA and protective clothing, weighing over 50 pounds, while working under strenuous and hazardous conditions.
- Climb ladders and working at heights greater than 10 feet.
- Work in extreme weather conditions.
- Successfully complete recruit training and obtain the required certifications, within specified time frames.

Physical Demands / Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The individual must be capable of using his/her basic senses of sight, smell, taste, speech, touch and hearing.

While performing the duties of this job, the employee is frequently required to stand, walk; use hand to finger, reach with hands and arms; climb or balance; and talk and hear. The employee is frequently required to sit and stoop, kneel, crouch or crawl. The employee must occasionally lift and / or move 100 plus pounds and have the physical stamina to work with limited sleep and meals. Work is often performed in emergency and stressful situations.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed during day and night, in all types of weather. Duties include possible exposure to extreme temperatures, exhaust fumes, dust, smoke, electrical hazards, buildings with unsafe structural integrity and moderate to high noise levels. Work is occasionally performed in confined spaces and at extreme heights.

Minimum Requirements

- Be at least 18 years of age.
- Must be a high school graduate or have Graduate Equivalence Diploma (GED).
- Must reside and continue to reside within five (5) miles of the incorporated city limits of Canyon, Texas or as approved by the Fire Chief.
- Must possess a valid Texas driver's license.
- Must have a reliable means of transportation to respond to incidents.
- Must be insurable under the requirements of the City of Canyon's insurance policies.
- Must possess a valid social security card.
- Must be interviewed by the Chief(s) of the Department.
- Must pass a physical examination, drug screen, background check and driver's license check.
- Make two (2) visits to the station during regularly scheduled fire training sessions.
- Must read and sign the acknowledgement of member requirements.

Applicant Disqualifiers

Possible

The following events may disqualify an applicant from further processing during any stage of the hiring process. Applicants who answer yes to one or more of the following will be required to provide an explanation during the application process:

- Having been terminated from the Canyon Fire Department for disciplinary reasons or having resigned from the Canyon Fire Department for disciplinary reasons and declared ineligible for rehire.
- Having served community supervision or probation for any misdemeanor within the last two years.
- Having received a General Discharge, Other than Honorable Discharge, or Article 15 administrative punishment from any branch of the U.S. Armed Forces.
- Having been convicted of a misdemeanor offense other than a minor traffic offense within the last two years. (DWI/DUI is not considered a minor offense).
- Having a conviction for any Class A or Class B misdemeanor.
- Illegal use of any controlled substance or use of any illegal drug.

Automatic

Any of the following events will automatically disqualify an applicant from further consideration during any stage of the hiring process:

- Having a conviction for, or currently being under indictment for, or currently charged with any felony offense. This includes juvenile felony adjudication other than those exempted under Texas Family Code, Chapter 58.
- Currently serving or having served probation or community supervision for any felony offense.
- Having a conviction for any Class A or Class B misdemeanor offense within the last two years, or currently being under indictment for, or currently charged with any Class A or B misdemeanor offense.
- Being under indictment for, or charged with any Class A or Class B misdemeanor offense that is still pending.
- Having a conviction for driving under the influence (DWI/DUI) within the last two years or a case that is still pending.
- Having received a Dishonorable Discharge or a conviction by a military court martial from any branch of the U.S. Armed Forces.
- Being a member of or having been a member of any organization that advocates the overthrow of a U.S. governmental agency by force of violence.

For the purposes of the above disqualifiers, a person is considered to be convicted of an offense when an ADJUDICATION OF GUILT is entered against said person by a court of competent jurisdiction, or a PLEA OF GUILTY is entered, including situations where:

- The sentence is subsequently probated and the person is discharged from probation;
- Deferred adjudication is granted; and/or
- The accusation, complaint, information, or indictment against the person is dismissed and the person is released from all penalties and disabilities resulting from the offense, and the person is pardoned of the offense, unless the pardon is expressly granted for subsequent proof of innocence.

Commitment

The Canyon Fire Department is on call 24 hours a day, 365 days a year. Our members are considered to be on duty at all times to render aid during fires, rescues, emergency medical calls or perform any other life and/or property saving measures.

Before completing an application, please take the time to read the following.

Membership on the CVFD takes time and commitment from the member along with the support of their family. This is especially true during the first two years when members are obtaining their initial training and working towards the certifications that are required by the department. Please discuss your decision to become a member of the CVFD with your family before you apply.

Probationary firefighters are required to complete the department recruit training program and obtain certification as a Firefighter I through the State Firefighter's and Fire Marshal's Association (SFFMA). Training is scheduled in advance and normally held on regular fire training nights and some Saturdays.

Probationary firefighters that do not hold a current EMS certification are required to obtain a minimum Texas Department of State Health Services (TDSHS) Emergency Care Attendant (ECA) certification and maintain this certification through classroom and on-line continuing education.

Firefighters are required to participate in a minimum of twenty-five percent (25%) of all paged incidents for their assigned shift. This includes all calls with the exception of specialized rescue (confined space, high angle and search and rescue).

Firefighters are required to participate of (50%) of fire training sessions. All firefighters are encouraged to attend any outside or extra training that may become available.

Regular Scheduled Training - Training begins at 19:00 each night.

EMS Training – 1st Wednesday

Fire Training – 2nd and 3rd Wednesday

Rescue Training – 4th Wednesday

The Fire Department is not a social club. As part of a team, when the pager sounds, you must be committed to answer the call and perform your assigned duties. Remember, someone may be having one of the worst days of their life and are depending on **YOU** to be there to help them!

Training

Training and Continuing Education are Very Important and are necessary to learn new skills, keep our firefighters safe and to maintain proficiency in the services that we provide to our community.

All probationary members are required to have or complete the following during their probationary year:

- SFFMA Firefighter I - curriculum (recruit training program).
- NIMS 100, 200, 700 and 800 (on-line).
- Courage to be Safe (on-line).
- Safe Practices for Traffic Incident Responders SHRP 2 or equivalent (on-line)
- Wildland S-130, S-190 and L-180 (on-line / hands on).
- Basic First-Aid and CPR/AED (recruit training program).

Any probationary member that receives three (3) unexcused absences from scheduled training drills may be removed from the roster at the discretion of the Fire Chief and/or Training Officer.

Members are required to have or obtain the following during their first year of membership:

- SFFMA Firefighter I – accredited certification
- Texas Class B driver's license.
- EVOC Emergency and Defensive Driving (on-line)
- Members that do not hold a current EMS certification are required to enroll in the first available class following their probationary year to obtain and maintain, at a minimum, a Texas Department of State Health Services (TDSHS) Emergency Care Attendant (ECA) certification. The Training Captain will assist recruits with enrolling into an approved class.

During the second year, members are required to complete the department driver/operator training or its equivalent.

It is important that new members complete their initial training and obtain the required certifications as quickly as possible, so that they may fully participate during emergency calls.

If a member is unable to attend fire training, it is his/her responsibility to notify the Training Captain.

- Make up training - must cover the same subject/objectives as the training that was missed.

As a member of the CVFD you will be provided with:

- The opportunity to serve your community, learn new skills and be part of a great team.
- The training needed to perform firefighting and other services provided to our citizens by the department.
- Equipment, tools and personal protective equipment (PPE) necessary to safely complete these tasks.
- Pension – through the Texas Emergency Services Retirement System (TESRS) at a current rate of \$100.00 per month.
- Insurance through the Volunteer Fire Insurance Service (VFIS) and National Volunteer Fire Council (NFVC).
- An opportunity to participate in the volunteer incentive program to receive a small quarterly stipend.
- Paid membership in the State Firefighter's and Fire Marshal's Association (SFFMA) and the Panhandle Fireman's and Fire Marshal's Association (PFFMA).
- An opportunity to participate in a state sponsored college tuition assistance program.
- Access to exercise equipment.
- Social events that are scheduled throughout the year for you and your family.
- An opportunity to obtain experience, training and skills that may lead to a career in the fire service.

In return, we ask that you:

- Treat everyone with respect and conduct yourself in a manner that reflects positively on the fire department.
- Abide by the rules and policies of the department.
- Learn about your department and participate in activities or events that it engages in.
- Attend and actively participate on calls and training sessions to meet department requirements.
- Maintain your department issued equipment.
- Successfully complete recruit training and obtain the required certifications, within specified time frames.
- Encourage your family to be involved in fire department social events.

Application Process

Step - 1. Read volunteer firefighter information guide.

Step - 2. Complete application and sign acknowledge of member requirements.

Step – 3. Make two (2) visits to the station during regularly scheduled fire training sessions.

Step – 4. If chosen for an interview, you will be contacted to confirm a date and time.

Step – 5. Following the interview process, if you are chosen as a potential recruit, you will be contacted to confirm a date and time to meet with the fire department administrative assistant to complete paperwork, including the following;

- Driver's License Check
- Background Check
- Physical / Drug Screen

Step – 6. Once the results of the above are received back by the fire dept., with acceptable results, you will be contacted to complete remaining paper work.

Step – 7. Once all of the necessary paperwork is completed and turned in – a pager will be issued.

Recruit training program begins in January.



Acknowledgement of Member Requirements

I acknowledge and understand that applying to become a member of the Canyon Fire Department requires the following commitments:

1. Always representing the Fire Department in a positive manner and treating everyone with respect.
2. Attending and participating on calls and in training to meet department attendance requirements.
3. Knowing and abiding by the rules and policies of the department.
4. Participating in public relations, fire safety and other events that the department may be involved in.
5. Successfully complete the required training and obtain the required certifications, within specified time frames.

Please sign and return with completed application.

I have read and agree to fulfill these requirements.

Date: _____

Name (print) _____

Signature: _____

