

Appendix Y FD Assessment Criteria



Fire and Emergency Services – Newfoundland & Labrador Municipal Fire Department Assessment Criteria

FES-NL ¹	Assessment Item ²	Basis for Judgment ³	Grading ⁴			
			A	NI	U	N/A
Training	Fire Department maintains an active firefighter training program	Review last 3 months and random skills in various service levels. A - Regular planned training at least two evenings or 6 hours per month/12 months per year covering all aspects of service levels provided. Each fire fighter should get minimum 50 hours per year. NI – Intermittent training, 1-2 sessions per month, summers off. No minimum required per fire fighter. U – Less than 2 structured sessions in the last 10 weeks.				
Training	Fire Department maintains individual written training records	Review last 3 months and random pick of 4 fire fighters' training records. A – Written individual training record for each fire fighter noting topic and time. NI – Written training record for group noting topic and time. U - No written record, or written record missing; topic, time, or participants.				
Inspection Program	Fire Department conducts inspections on public building on an annual basis.	Review reports for last 12 months. A – Inspections conducted on all public buildings annually. Note: inspection on assembly annually and all other within 3 years is acceptable. Inspectors received training. NI – Inspections conducted on “as requested or required”. No ongoing inspection program. Inspectors have not received training. U – Inspections not conducted.				
Incident Reports	Fire Department completes individual incident reports, Fire Form 3's or equal	Review last 10 incidents as reference. A – All completed incidents reports are submitted in a timely manner, at least monthly. NI – All completed incident reports are submitted at least annually. U – All incident reports are not submitted.				

¹FES-NL reference in the Municipal Assessment Form

² FES-NL Municipal Assessment form

³ Basis for Judgment – Explanatory statement(s) which amplify the criteria or which provide examples of how the requirements may be interpreted to allow for flexibility, yet remain within the framework of the criteria.

⁴ Grading is based on A – Acceptable, NI needs improvement, U – unacceptable, and N/A – not applicable. Note N/A cannot be selected for mandatory items.

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			A	NI	U	N/A
Incident Reports	Fire Department submits all incident reports to FES-NL	A – All completed incidents reports are submitted in a timely manner, at least monthly. NI – All completed incident reports are submitted at least annually. U – All incident reports are not submitted.				
Attendance Records	Fire Department maintains accurate fire fighter attendance records at incidents and meetings.	Review reports for last three months. A – Attendance records complete for all firefighters N/I – Attendance records not consistent with incidents and meetings U – No records of attendance				
Vehicle Maintenance	Fire Department maintains written vehicle maintenance logs for each vehicle.	Review all records for past 12 months including all maintenance/repair records plus the annual inspection for each vehicle. A – Complete written logs for all maintenance/repairs plus the annual inspection N/I – Incomplete written logs for all maintenance/repairs plus the annual inspection U – No recorded logs of maintenance/repairs or documentation of annual inspection.				
SCBA Maintenance	Fire Department maintains written log on the use, servicing, upgrading related to each SCBA unit.	Review all records for past 12 months including all maintenance/repair records plus the annual inspection for each SCBA. A – Complete written record for each SCBA N/I – Incomplete written record for each SCBA U – Not serviced				
SCBA Air Cylinder Maintenance	Fire Department maintains written log on the use, refilling and H testing of each SCBA air cylinder.	Review all records for past 12 months including all maintenance/repair records plus the annual inspection for each SCBA cylinder. A – Complete written record for each SCBA cylinder. Recharging air supply is from an acceptable tested supply. N/I – Incomplete written record for each SCBA cylinder. U – No records or recharge air supply is from non accepted supply.				

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			A	NI	U	N/A
SCBA Air Compressor Maintenance	Fire Department maintains written log on the use, servicing, and air sampling of the SCBA air compressor.	Review all records for past 12 months including all maintenance/repair records plus the annual inspection and servicing including air sample results. A – Complete written record including air sampling. N/I – Incomplete written record. U – No records or air samples				
Level of Service	Fire Department provides defensive exterior fire protection Yes or No	Council has confirmed level of service A – Acceptable All firefighters trained to Basic/DFF or equivalent. Fire Department can safely commence attack within 2 minutes after assembling the necessary resources on scene, 90% of the time, minimum of 4 fire fighters. N/I – Needs Improvement Not all responding firefighters trained to Basic or DFF. Fire Department can not commence attack within 2 minutes, minimum of 4 fire fighters, 90% of the time. U – Unacceptable No responding fire fighters with Basic or DFF training or can not provide a minimum of 4 firefighters 90 % of the time.				
Level of Service	Fire Department provides offensive interior fire protection, suppression/rescue. Yes or No	Council has confirmed level of service. Review last 5 incidents involving interior fire protection operations or past two years, whichever is less. A – Acceptable Training: First Aid/CPR., Interior personnel NFPA 1001 Level I, training with Hazmat (min 4 at scene FF I trained)(not certified) All others must have level of training for task. Pumper Operator must be trained in Pump Operations, Driver Operator and Hydraulics and at least one Officer (Crew Leader). Staffing: Minimum of 6 on scene within 14 minutes, 80% of the time. Equipment: Full bunker gear compliant at date of issue. SCBA – Compliant to FES-NL guidance doc. Pumping Capabilities: min. 200 gpm for sustained operations. Communications: Every crew operating inside a structure must have a means of direct communication with IC. N/I – Needs Improvement				

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			A	NI	U	N/A
Level of Service (Continued)	Fire Department provides offensive interior fire protection, suppression/rescue. (Continued)	Cannot meet all the requirements in Acceptable but does not have any items that fall in the Unacceptable class U – Unacceptable Training: Interior operations firefighters not trained to NFPA 1001, FF I. Pumper operator not trained in pump operations. No officer on scene. Staffing: Can not provide 6 firefighters on scene within 14 minutes, 80% of the time. Equipment: No compliant bunker gear. SCBA not compliant. Pumping Capabilities: Can not provide 200 gpm for sustained operations. Communications: No communications system.				
Level of Service	Fire Department provides vehicle extrication/rescue Yes or No	Council has confirmed level of service. Review last 5 incidents involving MVA operations or past two years, whichever is less. A – Acceptable Training: Medical First Responders, NFPA 1006, Rescue Technician, Vehicle-Machinery training. Staffing: Minimum of 5 trained personnel on scene 80% of the time. Equipment: Basic Tools Kit and Hydraulics N/I – Needs Improvement Can not meet all the requirements in Acceptable but does not have any items that fall in the Unacceptable class. Example firefighters have basic tools training but not meeting the requirements of NFPA 1006, Rescue Technician, Vehicle-Machinery would be classed as N/I. Fire Department has basic tools but does not have hydraulics would be classed N/I. U – Unacceptable Training: No recognized vehicle extrication training Staffing: Can not provide minimum of 5 personnel, 2 of which are trained personnel on scene 80% of the time. Equipment: No complete basic tools kit.				
Level of Service	Fire Department provides cold water/ice rescue Yes or No	Council has confirmed level of service. Review last 5 incidents involving cold water/ice rescue operations or past two years, whichever is less. A – Acceptable Training: Medical First Responders, NFPA 1006, Rescue Technician, Ice Rescue training.				

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			A	NI	U	N/A
Level of Service (Continued)	Fire Department provides cold water/ice rescue Yes or No (Continued)	Staffing: Minimum of 5 trained personnel on scene 80% of the time. Equipment: Relative to the requirements of NFPA 1006. N/I – Needs Improvement Cannot meet all the requirements in Acceptable but does not have any items that fall in the Unacceptable class U – Unacceptable Training: Responders do not have recognized training in ice rescue. Staffing: Can not provide minimum of 5 personnel, 2 of which are trained personnel on scene 80% of the time. Equipment: Fire Department does not have approved immersion suites or other mandatory equipment.				
Level of Service	Fire Department provides surface water rescue Yes or No	Council has confirmed level of service. Review last 5 incidents involving surface water rescue operations or past two years, whichever is less. A – Acceptable Training: Medical First Responders, NFPA 1006, Rescue Technician, Surface Water Rescue training. Staffing: Minimum of 5 trained personnel on scene 80% of the time. Equipment: Relative to the requirements of NFPA 1006. N/I – Needs Improvement. Cannot meet all the requirements in Acceptable but does not have any items that fall in the Unacceptable class. U – Unacceptable Training: Responders do not have recognized training in surface water rescue. Staffing: Cannot provide minimum of 5 personnel, 2 of which are trained personnel on scene 80% of the time. Equipment: Fire Department does not have mandatory equipment.				
Level of Service	Fire Department provides rope rescue Yes or No	Council has confirmed level of service. Review last 5 incidents involving rope rescue operations or past two years, whichever is less. A – Acceptable Training: Medical First Responders, NFPA 1006, Rescue Technician, Rope Rescue training. Staffing: Minimum of 5 trained personnel on scene 80% of the time. Equipment: Relative to the requirements of NFPA 1006.				

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			A	NI	U	N/A
Level of Service (Continued)	Fire Department provides rope rescue Yes or No (Continued)	N/I – Needs Improvement Can not meet all the requirements in Acceptable but does not have any items that fall in the Unacceptable class U – Unacceptable Training: Responders do not have recognized training in rope rescue. Staffing: Cannot provide minimum of 5 personnel, 2 of which are trained personnel on scene 80% of the time. Equipment: Fire Department does not have mandatory equipment.				
Level of Service	Fire Department provides hazardous materials Operational level response Yes or No	Council has confirmed level of service. Review last 5 incidents involving HazMat Operational Level operations or past two years, whichever is less. A – Acceptable Training: NFPA 472, Hazardous Materials Operational Level training. Staffing: Minimum of 5 trained personnel on scene 80% of the time. Equipment: Relative to the requirements of NFPA 472. N/I – Needs Improvement Can not meet all the requirements in Acceptable but does not have any items that fall in the Unacceptable class. U – Unacceptable Training: Responders do not have recognized training in hazmat operational level. Staffing: Cannot provide minimum of 5 personnel, 2 of which are trained personnel on scene 80% of the time. Equipment: Fire Department does not have mandatory equipment.				
Level of Service	Fire Department provides hazardous materials Technician level response	Council has confirmed level of service. Review last 5 incidents involving HazMat Technician Level operations or past two years, whichever is less. A – Acceptable Training: NFPA 472, Hazardous Materials Technician Level training. Staffing: Minimum of 5 trained personnel (to Technician Level) on scene 80% of the time. All other responders are trained to Operational Level. Equipment: Relative to the requirements of NFPA 472, Technician Level Response.				

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			A	NI	U	N/A
Level of Service (Continued)	Fire Department provides hazardous materials Technician level response (Continued)	N/I – Needs Improvement Can not meet all the requirements in Acceptable but does not have any items that fall in the Unacceptable class U – Unacceptable Training: Responders do not have recognized training in hazmat operational level. Staffing: Cannot provide minimum of 5 personnel, 2 of which are trained personnel (to Technician Level) on scene 80% of the time. Equipment: Fire Department does not have mandatory equipment.				
Level of Service	Fire Department provides medical response Yes or No	Council has confirmed level of service. Review last 5 incidents involving medical response operations or past two years, whichever is less. A – Acceptable All medical call responders are trained to Medical First Responders and above to the level of service provided and they have the equipment required for the level of service. N/I – Needs Improvement Cannot meet all the requirements in Acceptable but does not have any items that fall in the Unacceptable class. U – Unacceptable Responders are not trained to Medical First Responders or the Fire Department does not have the equipment required for the level of service offered.				
Level of Service	Fire Department provides Marine Firefighting for Land Based Firefighters Yes or No	Council has confirmed level of service. Review last 5 incidents involving marine firefighting operations or past two years, whichever is less. A – Acceptable Training: All responding firefighters trained to Basic/DFP or equivalent and at least 2 firefighters are trained in marine firefighting for land based firefighters. Staffing: Minimum of 5 trained personnel, 2 of which are trained in marine firefighting, 80% of the time.				

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			A	NI	U	N/A
Level of Service (Continued)	Fire Department provides Marine Firefighting for Land Based Firefighters Yes or No (Continued)	Equipment: Fire Department has foam firefighting equipment and a supply of expansion foam. N/I – Needs Improvement Can not meet all the requirements in Acceptable but does not have any items that fall in the Unacceptable class U – Unacceptable Training: No responding fire fighters with Basic or DFF training or marine firefighter training. Staffing: Fire Department can not provide a minimum of 5 trained personnel 80% of the time. Equipment: Fire Department does not have foam firefighting equipment.				
Level of Service	Fire Department provides Confined space rescue Yes or No	Council has confirmed level of service. Review last 5 incidents involving confined space rescue operations or past two years, whichever is less. A – Acceptable Training: Medical First Responders, NFPA 1006, Rescue Technician, Confined Space Rescue training. Staffing: Minimum of 5 trained personnel on scene 80% of the time. Equipment: Relative to the requirements of NFPA 1006. N/I – Needs Improvement Can not meet all the requirements in Acceptable but does not have any items that fall in the Unacceptable class U – Unacceptable Training: Responders do not have recognized training in confined space rescue. Staffing: Can not provide minimum of 5 personnel, 2 of which are trained personnel on scene 80% of the time. Equipment: Fire Department does not have mandatory equipment.				
Fire Protection	Fire Department	Council has confirmed level of service in different areas within municipal				

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Response	provides response to all areas within the municipal boundary. If no what area not covered.	boundary A – Acceptable Written record of level of service in different areas N/I – Needs Improvement No written record but verbal understanding by Council and Chief/Officers U – Unacceptable Different level of service provided but no Council direction				
Fire Protection Response	Fire Departments provides response to areas outside the municipal boundary	Council has approved level of service, response area and response criteria A – Acceptable Fire Department have SOP/SOG that covers response criteria and has defined area of response, map attached				
Fire Protection Response (Continued)	Fire Departments provides response to areas outside the municipal boundary (Continued)	N/I – Needs Improvement No written SOP/SOG but Chief and officers understand response criteria and boundary U – Unacceptable No written SOP/SOG and Chief or officers are not sure of response criteria or boundary				
Fire Protection Response	Fire Department participates in Mutual Aid	Council has signed agreements or has documented approved. Fire Departments trains with Mutual aid partners A – Acceptable Council has written agreements in place N/I – Needs Improvement No written agreements or agreements have not been approved by council U – Unacceptable Fire Department will respond but there is no SOP/SOG or understanding or criteria				
Fire Protection Vehicle Inventory	Fire Department provided vehicle inventory information	Verify vehicle particulars (year – make - model) – pumping capability - A – Acceptable Records match supplied information N/I – Needs Improvement Some of the information match or only some of the vehicles are listed U – Unacceptable				

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			A	NI	U	N/A
		No information provided				
Fire Protection Vehicle	Fire Department vehicles do not exceed manufactures weight restrictions	All Fire department vehicles have been weighed and do not exceed weight restrictions A – All vehicles meet requirements N/I – Vehicles have not been weighted U – Vehicles have been weighted and are overweight and still in service.				
Building Condition	Fire Department building meets the operational requirements of the department	Overall condition				
		Suitability heated				
		Weather tight				
		Sufficient size				
Firefighting Water Supply	Fire Department has identified suitable water supply sources to meet fire fighting requirements	Hydrant system - % of Municipality =				
		Maintenance program in place				
		Flow test verified				
		Other static supply sufficient				
		Pre-incident fire flows completed				
Communications	Fire Department has a reliable communication system in place	Dispatch procedures acceptable				
		Radios – proper licensing				
		Shared frequencies – written approvals				
		Overall condition – quantity sufficient				
		Written communications protocol				
Fire Department Administration	Fire Department has procedures in place to meet the administrative requirements	Annual budget report submitted to Council				
		Written annual report submitted to Council				
		Total Budget \$ Town % F.D. %				
		Fire Department has sufficient resources to meet all operational requirements as per the approved level of service.				

Fire Laboratory

		Council has adequate Insurance coverage on equipment, vehicles and buildings.				
Equipment Inventory	Fire Department has provided an equipment inventory	The equipment inventory and condition has been checked to the equipment on site.				

[illegible]

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