



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 – Incidents reports are completed in detail for all responses. NI – Incident reports are completed but lacking detail and accuracy. U – Incident reports are not completed. | | | | |

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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| 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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| 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. NI – 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. NI – 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. NI – Needs Improvement Cannot meet all the requirements in Acceptable but does not have any items that fall in the Unacceptable class | | | | |

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| Level of Service (Continued) | Fire Department provides offensive interior fire protection, suppression/rescue. (Continued) | <p>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.</p> | | | | |
| Level of Service | Fire Department provides vehicle extrication/rescue Yes or No | <p>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.</p> | | | | |
| Level of Service | Fire Department provides cold water/ice rescue Yes or No | <p>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. 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</p> | | | | |

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| Level of Service (Continued) | Fire Department provides cold water/ice rescue Yes or No (Continued) | 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. 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 | | | | |

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| Level of Service (Continued) | Fire Department provides rope rescue Yes or No (Continued) | 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. 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. | | | | |

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| Level of Service (Continued) | Fire Department provides hazardous materials Technician level response (Continued) | Equipment: Fire Department does not have mandatory equipment. | | | | |
| Level of Service | Fire Department provides medical response Yes or No | <p>Council has confirmed level of service. Review last 5 incidents involving medical response operations or past two years, whichever is less.</p> <p>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.</p> <p>N/I – Needs Improvement Cannot meet all the requirements in Acceptable but does not have any items that fall in the Unacceptable class.</p> <p>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.</p> | | | | |
| Level of Service | Fire Department provides AED services Yes/No | | | | | |
| Level of Service | Fire Department provides Marine Firefighting for Land Based Firefighters Yes or No | <p>Council has confirmed level of service. Review last 5 incidents involving marine firefighting operations or past two years, whichever is less.</p> <p>A – Acceptable Training: All responding firefighters trained to Basic/DFF 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. Equipment: Fire Department has foam firefighting equipment and a supply of expansion foam.</p> <p>N/I – Needs Improvement Can not meet all the requirements in Acceptable but does not have any items that fall in the Unacceptable class</p> | | | | |

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| Level of Service (Continued) | Fire Department provides Marine Firefighting for Land Based Firefighters Yes or No (Continued) | 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 Response | Fire Department provides response to all areas within the municipal boundary. If no, what area not covered. | Council has confirmed level of service in different areas within municipal 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 | | | | |

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| 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 NI – 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 NI – 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 NI – Needs Improvement Some of the information match or only some of the vehicles are listed U – Unacceptable 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 NI – Vehicles have not been weighted U – Vehicles have been weighted and are overweight and still in service. | | | | |

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| 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. | | | | |
| | | 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. | | | | |

