

# Fire Service Minimum Standards Guide



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# Objective

To assist local authorities in establishing fire department service levels for firefighting competencies based upon a declared service level. This document does not rule out the need for fire departments to obtain and maintain training in other specialties or advanced roles and is written as a guide for local authorities and fire departments to strive towards.

In Part II, Section 6 of *The Fire Safety Act*, the duties and powers of the fire commissioner are described: and the fire commissioner has the authority to;

6(2) The fire commissioner may advise and provide recommendations and assistance to local authorities or any other persons respecting the following:

- a. the establishment, administration and effectiveness of a fire department or fire brigade; and
- b. standards for fire department services or similar services provided by fire brigades.

In addition to the duties and powers, Part II, Section 17 of *The Fire Safety Act* also outlines the authority of the commissioner to assess a fire department's level of service:

17(1) In this section, "fire service information" means information about the fire department services provided in the local authority filed with the fire commissioner pursuant to this section.

17(2) A local authority shall file with the fire commissioner fire service information in the form and manner and within the periods directed by the minister.

17(3) For the purposes of subsection (2), the minister may:

- a. direct different fire service information and a different form, manner and period for filing fire service information for different:
  - ii. local authorities, fire departments and fire department services; and
  - iii. classes of local authorities, fire departments and fire department services.
- b. direct that the fire service information includes information regarding any fire department service agreements the local authority is party to.

17(4) Every local authority shall communicate or provide a copy or synopsis of its fire service information to its residents in a form and manner that the local authority considers appropriate.

17(5) Every local authority shall annually review and update its fire service information and provide any updates of that information to:

- a. its residents, in the manner set out in subsection (4); and
- b. the minister, in the manner that the minister requires.

The ***Fire Service Minimum Standards Guide (herein referred to as the Firefighting Standard)*** is to establish the minimum standards for fire services within the Province of Saskatchewan.

The *Firefighting Standard* identifies the minimum competencies required for a local authority to declare (in their fire service information) the service level they can provide to their residents after reviewing their apparatuses, equipment, personnel, and training.

# Scope

The *Firefighting Standard* is recommended for all fire services in Saskatchewan as defined in *The Fire Safety Act* and covers municipal and volunteer fire departments. The *Firefighting Standard* is intended to provide a minimum level of equipment, training, personnel, and fire service frameworks that utilizes the current *National Fire Protection Association (NFPA 1001)* qualifications. The checklists and skill sheets in the appendices are expressly tied to the service level provided by the fire department and declared by the local authority within their fire service information.

The local authority (Band Council, municipality, or a council of a municipality) is legally responsible for the operation of a particular fire department and for enforcing the requirements of this standard. A Band Council resolution or bylaw provides the authority for the fire department to exist and the services it provides to the community and the responsibility for the declared service level is determined by the Local Authority. The declared service level needs to be fully reflected in the fire department's operating guidelines and policies.

The service level will identify whether the fire department can provide fire suppression services as a Defensive Service Level, Offensive Service Level, or Full-Operations Service Level for the protection of people, property, and the environment.

To properly declare a service level, the local authority must declare a service level with the Saskatchewan Public Safety Agency (SPSA) and complete an assessment of the fire department based upon:

- availability of resources and the ability of those resources to respond;
- consultation with representatives of the local fire department or fire brigade;
- the demographics, risks, staffing models, fire department equipment, apparatus, and travel distances; and
- the ability of the local authority to financially support the fire department to enable it to meet the competencies for the declared service level in terms of applicable training, safety, and operational requirements.

The *Firefighting Standard* addresses the minimum skills, competencies, and personnel required for operational roles for each service level but does not encompass all roles or functions of the fire service. The *Firefighting Standard* is not intended to change or nullify any requirements or training related to other roles or functions in the fire service such as technical rescue competencies.

This document and program do not cover the minimum standards for the skills and training necessary to perform other advanced or specific functions/roles such as, but not limited to: Incident Commander, Driver/Operator, Incident Safety Officer, or Rapid Intervention Crews as these standards are identified by the NFPA.

# Assessment

The assessment process is intended to identify the existing capacity of the fire department in terms of apparatus, personal protective equipment, firefighting equipment, and personnel levels. The assessments in Appendix A to C will identify the existing capacity and create a benchmark for the fire department and the local authority.

The *Firefighting Standard* identifies three service level options from which the local authority may declare based upon the fire department's ability to meet the appropriate competency requirements.

**These service levels are:**

- Defensive Operations Service
- Offensive Operations Service
- Full-Operations Service

\*\*Wildland/Grassland Service

\*\*Wildfire and Grassland firefighting is considered an additional service level option that can stand alone for very small departments or combined with any of the three formal firefighting service levels described above.

The assessments and evaluations of the required competencies can be carried out internally by the local authority if the evaluator follows the checklists and skill sheets that are supported by *NFPA Standards* and the *SPSA's Certification, Endorsement, and Evaluation Guide*. Part of the assessment is ensuring that the local authority ensures that detailed records of firefighter evaluation and training are kept in either hard copy or electronic files that are regularly backed up. Hard copy files should be scanned, saved, and backed up. These documents will be reviewed and validated by the SPSA at the end of the department assessment process.

This assessment may be performed by an external third-party assessor. An assessor will review the documentation and the fire department to determine the existing competency levels as per this standard and provide written documentation to the local authority and the Fire Chief. If a third-party assessor is used, the local authority is still responsible for keeping detailed records of firefighter training and evaluations.

Assessments must be formally documented using the tools and templates found in the attached appendices, including identifying the factors upon which equivalency to the relevant competencies was determined.

# Bridging & Pending Compliance

This *Firefighting Standard* is designed to enable bridging from an existing service level to a higher service level and to provide a framework for fire departments to achieve full compliance in a service level. If all competencies for a service level are not met a fire department's service level will be listed as pending until those competencies are adequately addressed. The SPSA will provide additional guidance if requested or required regarding the specific competencies required to be obtained to move from one service level to another.

## Bridging Service Levels

A local authority and fire department may meet all competencies for one service level and require a large amount of investment (time, financial, personnel, or some combination of all) to meet the next Service Level. The appendices of this document will allow the local authority and fire department to identify and plan for what they require to bridge from their current level to the next.

## Pending Compliance

A fire service may not immediately meet all of the competencies in a checklist and skill sheet for a particular Service Level. Not meeting all of the competencies will mean that a fire department's Service Level is pending compliance (e.g. Defensive service level + Wildland/Grassland Service Pending Compliance). Once all outstanding compliances are addressed a follow-up report can be sent to the SPSA to remove the pending compliance. The local authority and fire department may then wish to explore the possibility of bridging their fire service to the next service level available.

## Example

The local authority of the town of JAC has determined that they will be participating in the *Fire Service Minimum Standards* program. The JAC Council meets with JAC's fire chief and direct them to complete the assessment of their fire department.

JAC's fire chief completes the checklist and skill sheets for the Defensive Operations service level. The review highlights five items in the checklist where JAC's fire department is either non-compliant or has their compliance pending. JAC's fire chief and Council meet to review those items and discuss a plan to address them including financial implications and a potential date for completion. This information is used to complete the service level Declaration Form which is submitted to the SPSA indicating that the Town of JAC has a Defensive service level pending compliance. Over the next six months JAC's fire chief and Council work together to bring those five areas into full compliance. Once all items have been met, JAC resubmits the service level Declaration Form indicating they are fully compliant to the Defensive service level.

The Town of JAC then begins regularly meeting and reviewing the Offensive service level requirements with JAC's fire chief. They collaboratively recognize that meeting the Offensive service level will involve financial investments over the next 3-5 years and they use the checklist and skill sheets from the appendices of this document to help them understand what bridging activities and work is required. One of the first items they decide to address is getting the Wildland/Grassland addition to their current Defensive service level. Once that has been completed the Town of JAC will resubmit the service level Declaration form indicating the change in their service level to the SPSA.

## Important Consideration for Local Decisions on service levels

It is recognized that several competencies may not be applicable for all jurisdictions (e.g., fire hydrants or drafting). Therefore, the local authority may choose to identify the competencies that do not have application in their jurisdiction and should formally document the factors where the competency is not applicable.

Where training is to be limited based on local circumstances, these limitations must be identified either in the service level policy statement or operational policies.

In addition, this *Firefighting Standard* is not an “all encompassing” program and is the “minimum standard” for a department and local authority when declaring their service level. Additional competencies such as driver training, pump operations, rapid intervention team, incident safety officer, and others may be provided over the minimum standard.

These aspects of fire service function are beyond the scope of this *Firefighting Standard* but are critical areas that, if chosen by the department, should reference the appropriate NFPA Standard to enable a department to deliver services under any of the declared service levels.

# Fire Service Minimums

## Standard Levels

The following outlines the SPSA's requirements for Defensive, Offensive, Full-Operations, and Wildland/Grasslands service levels. Each local authority may determine additional competencies based on their Band Council Resolution or bylaws.

In addition to everything outlined in the standard fire services, fire departments must be familiar with the *Occupational Health and Safety (OH&S) Regulations, 2020* and specifically Part 32 respecting emergency operations.

### Defensive Operations Service Level

Fire departments will confine the fire to the structure of origin and prevent it from spreading to other exposures. Firefighting activities are focused on extinguishment external to the building and firefighter exposure is limited to the *Immediately Dangerous to Life and Health (IDLH)* environment. There are times when firefighters must address the issue from inside the structure and if an IDLH environment develops or the environment or structure become compromised in any way, all firefighters must withdraw immediately to the exterior to conduct suppression activities.

A risk assessment should be conducted by the Incident Commander and when it is appropriate, firefighting crews can enter the structure to conduct firefighting activities. It must be stressed that Defensive Operations firefighters are not trained for interior firefighting operations and can only enter a structure if an IDLH atmosphere is non-existent, and an appropriate risk assessment has been conducted by the Incident Commander, deeming it safe for Defensive Operations firefighters to enter the structure.

The Defensive Operations department must have Operational Guidelines for the use of self-contained breathing apparatus and a Team Leader or Fire Officer must be present for entry into a structure without an IDLH atmosphere. The Operational Guidelines should be based on the checklists and skill sheets found in **Appendix A**.

### Offensive Operations Service Level

Offensive Operations consist of entering single-family dwellings, commercial, and small structures to engage in internal firefighting operations. These operations involve activities that include entry into a structure to stop the fire and prevent it from spreading.

Offensive Operation fire departments may also include large or complex structures that the local authority has assessed and pre-planned, so that it determines the structure is safe for offensive operations qualified firefighters. Firefighters must be trained specifically to the risks associated with these large and complex structures. In addition, Offensive Operations firefighters are to be trained to minimum job performance competencies for *NFPA Firefighter 1* qualifications.

The fire department must have operational guidelines, based on the skill sheet found in **Appendix B**, that describe the hazards and risks specifically associated with these structures and identify fire operations for a calculated fire attack. Ideally, small departments that experience few structure fires annually will participate in at least one live fire training evolution per year.

## Full-Service Operations Level

Full-Service Operations activities include offensive operations along with the addition of technical rescue skills and the mitigation of dangerous goods. Fire departments providing Full-Service Operations provide a wider spectrum of services to mitigate incidents in commercial, large scale residential, and industrial facilities and also conduct pre-planning to determine resources and specialized equipment or training.

Full-Service Operation departments will have the appropriate Operational Guidelines that describe advanced training in fire operation activities and will have response protocols that include the appropriate staffing levels as well as the number and type of responding apparatus as outlined in **Appendix C**.

Full-Service Operation firefighters are trained to the minimum job performance competencies for *NFPA 1001 Firefighter II: Standard for Firefighter Professional Qualifications*, relevant competencies of *NFPA 1021: Standard for Fire Officer Professional Qualifications for Officers* as determined by the local authority, and have an active Incident Safety Officer (ISO).

Fire departments and local authorities that declare Full-Service Operations may also provide Awareness, Operations, and Technician level services as per *NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications, 2019*.

## Wildland/Grassland Operations Level

This service level can be the sole service level achieved by a very small department or be added to any of the other service level options. This can be training provided through the SPSA, brokered agreements with individuals, or the *Saskatchewan Volunteer Firefighters Association (SVFFA)*.

The *Wildland Fire Course* will enable a larger number of responders throughout the province as it is not a costly response option as it applies to equipment and personal protective clothing.

# Firefighter Roles & Endorsements

Individuals can be endorsed by the SPSA as Defensive, Offensive, or Full-Operations firefighters in addition to fire officer, health & safety officer, and team leader to support their fire service if they are not certified already through NFPA, IFSAC, or another certifying body.

The skills, competencies, training requirements, endorsement process, and maintenance of endorsement is outlined in the *SPSA's Certification, Endorsement, & Evaluation Guide*.

## **Instruction, Evaluation, and Records Keeping**

It is the responsibility of each fire department to accurately identify, record, edit, and report on a complete list of training records for each individual firefighter including specific training subjects covered at each training session. All the training records must be kept in accordance with the requirements of *OH&S Regulations* and any other regulatory requirements.

## **Training Maintenance**

The minimum training competencies required of all firefighters at each service level is outlined in the *SPSA's Certification, Endorsement, & Evaluation Guide*. The maintenance training for such competencies is the responsibility of the fire department and it is expected that this will be accomplished through ongoing training and education of skills.

# Definitions and Concepts

## Competency

References to a “competency” or “competencies” in this standard refers to the knowledge and skill components of the *Job Performance Requirements (JPR)* for the role or function involved, as referenced in the relevant *NFPA Standard* (unless otherwise expressly noted). Competency is achieved when a firefighter is trained or qualified and evaluated to meet the operational requirements of a given *NFPA Standard* (or portion thereof).

Certification and/or endorsement of the training involved is not expressly required to serve as a firefighter in the community other than *NFPA 1001 Level II for Full Operations departments*. Qualification for a particular service level will be recognized if the training and evaluation records of a firefighter clearly demonstrate that, for a given role or function, they have met all relevant competencies.

## Defensive Operations

The service level that includes firefighting activities restricted to the control and/or extinguishment of fire from a position external to the building or object in question, and outside of any IDLH environment.

## Endorsed Firefighter

In connection with fire service training, “endorsed” refers to the situation where a firefighter:

- a. has been trained or qualified to meet or exceed a specific operational standard or JPR; and
- b. has been successfully evaluated by or through a qualified training officer recognized by the SPSA.

## Endorsement

In connection with fire service training, endorsement refers to the situation where a firefighter has been trained or qualified to meet or exceed a specific operational standard or job performance requirement AND has meet all requirements set out in the endorsement process.

## Full-Service Operations

The service level that includes activities that are undertaken by firefighters and officers trained in the full spectrum of competencies outlined in the *NFPA 1001 Firefighter II: Standard for Firefighter Professional Qualifications*, as well as the relevant competencies of *NFPA 1021: Standard for Fire Officer Professional Qualifications for Officers* as determined by the local authority.

## Immediately Dangerous to Life and Health (IDLH)

Refers to incident conditions that present an immediate threat to a person’s safety through inhalation or exposure (e.g., smoke, noxious vapor, super-heated air), and includes any oxygen-deficient atmosphere or any untested confined space.

## Incident Commander

A designated and specifically trained individual responsible for safety, strategies, and tactics during any fire service operation.

## Incident Safety Officer (ISO)

A member of the command staff at an incident who is a trained firefighter with fire ground experience and appropriate training, responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety at an incident. An active ISO is required as part of the local authority’s application for Full-Service endorsement.

## Local Authority

A band council, municipality, or a council of a municipality and includes the City of Lloydminster or any prescribed authority or body.

## Maintenance Training

Ongoing training provided to firefighters and officers to ensure previously acquired skills, abilities, and knowledge are retained at a level sufficient to meet the associated competencies.

## NFPA Standards

Various National Fire Protection Association (NFPA) standards, including the *Standard for Firefighter Professional Qualifications*, are referred to or incorporated by reference in this *Firefighting Standard*. Individual NFPA standards are generally referred to by their number (e.g., *NFPA 1001 for the Standard for Firefighter Professional Qualifications*).

Pursuant to this *Firefighting Standard*, NFPA standards have been identified as the standards upon which all firefighter competencies will be based and evaluated. The most current version of the NFPA standard as identified in the *Certification, Endorsement, and Evaluation Guide* must be used.

## Offensive Operations

The service level that authorizes firefighting activities that include entry into structures and objects with the purpose of control and/or extinguishment of fire. This requires use of specialized protective equipment and procedures not covered by the training provided in relation to Defensive Operation's service level and training to the minimum job performance competencies for *NFPA Firefighter Level I* qualifications.

## Pending Declaration

Pending declaration allows a fire service to declare a specific service level even if they do not meet all the necessary requirements for that level provided they include timelines for estimated completion of those items in their service level application. The outstanding items will need to continue to be actively addressed by the fire service and local authority until compliance is met.

## Self-Contained Breathing Apparatus (SCBA)

Purpose-designed and built for firefighters to allow for operations in and around dangerous atmospheres or in IDLH situations.

## Service Level

The level of service to be provided by a fire department, as determined by the department, and declared by the local authority through a band council resolution or bylaw. The department may select a service level from among one of the following options which may or may not include the Wildland/Grassland Service, Defensive Operations, Offensive Operations or Full-Service Operations.

## Team Leader

A firefighter or Officer trained and/or qualified to lead a team of firefighters in the undertaking of a fire ground task or set of tasks, as applicable to the operational service level provided by the department. Team Leader qualifications are not based on, or necessarily applicable to, a department rank. Requirements for Team Leaders are set out in the *SPSA's Certification, Endorsement, and Evaluation Guide*.

## Technical Rescue Operations

Operations undertaken by firefighters and officers trained in the full spectrum of competencies outlined in the *NFPA 1006*. These operations include but are not limited to rescue activities such as Rope, Confined Space, Vehicle, Trench, Surface, and Ice Water rescues. The local authority and fire department will determine the technical rescue operations required for their jurisdiction.

# Appendix A

## Defensive Service Level Checklists and Skill Sheets

The assessment process includes a review of the community and its hazards, firefighting needs, and current assessment of the organization and capability of the department.

**Assessment should take approximately 24 working hours. This includes:**

- looking at documents;
- inspecting apparatus and equipment; and
- observing practical evolutions.

## Defensive Service Level: Governance and Authority

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
1. The local authority has a fire department establishment bylaw or band council resolution.				
2. That bylaw or resolution is current and reflects all services being provided by the fire department.				
3. Fire protection district boundaries are clearly defined in fire department bylaw or resolution.				
4. Different service boundaries are defined. <i>Note: This applies where services are contracted to First Nations lands, regional district specified areas, industrial sites, etc. It is not intended to refer to areas served under the mutual aid agreements.</i>				
5. The local authority has a contract fire protection area:				
a. The documents are current.				
b. The documents are specific to the service provided.				
c. Contract area maps are in place.				
6. There are written agreement(s) with:				
a. Emergency Health Services regarding First Response				
• It has been duly authorized by your local authority				
b. Other fire service-related agreement(s). List: e.g., Agreements for inspections, investigations, rescue services, etc.				
• It/They has been duly authorized by your local authority				
7. There are written Mutual Aid agreements in place. If yes, the following are covered:				
• Chain of command				
• Common terminology				
• Inter-department training				
• Inter-departmental communications				
• Current maps				
• They are outlined in your Operational Guidelines				
• They have been duly authorized by your local authority				
8. If there are written Automatic Aid agreements in place, they satisfy all the points addressed in question 7 above.				

**\* New addition to the checklist from the previous version**

## Defensive Service Level: Administration

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
1. The following types of records are available for inspection:				
a. Apparatus maintenance including inspection and repair				
b. List of apparatus				
c. Maintenance records including annual pump tests				
d. Driver training records				
e. Driver's abstract and license				
f. Vehicle pre-trip inspection				
g. Vehicle post trip inspection (back in service inspections and/or call logs acceptable)				
h. Regular air brake checks				
i. Overweight permits (if required)				
j. Practice (training) attendance				
k. Equipment maintenance (including SCBA, turnout gear, ropes, gas testing equipment, PASS alarms)				
l. Hose testing				
m. Ladder testing				
n. Fire prevention and inspections				
o. Personnel including:				
• Work performance				
• Discipline				
• WCB (work-related incidents)				
p. Training records including new firefighter and Officer training				
q. Map indicating water supplies				
2. The local authority maintains a record about emergency response resources				
3. * Incident data recorded in provincial database program				
4. * Apparatus are properly registered with appropriate dispatch or agency				

***\* New addition to the checklist from the previous version***

## Defensive Service Level: Administration continued

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
5. * The following are reviewed and updated regularly with the appropriate dispatch or reporting agency:				
a. Mass notification list of all firefighters				
b. Response plans				
c. Station locations				
d. Response zones				
e. Updated list of resources				
6. * Provide an annual update to rate payers				

## Defensive Service Level: Administration - Staffing

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
1. Minimum standards and qualifications have been established for officers by the local authority.				
2. Chief Officers are formally appointed by the Chief.				
3. Department Officers are formally appointed by the Chief.				
4. There is a published and posted organization chart:				
a. This chart illustrates the relationship with governing and advisory bodies.				
b. This chart shows the chain of command.				
5. There are written job profiles for all positions.				
6. There are posted rules and regulations.				
7. There is a clear, documented distinction between operational and social activities.				
8. There is a written policy regarding a designated duty crew during social events (re: alcohol consumption).				
9. A senior officer conducts a formal post-incident critique (AKA lessons learned) for major incidents and all calls that resulted in injury or had a "near miss" of injury.				
10. The chief of the fire department is identified as a Local Assistant, their name and addresses are reported to the SPSA and the local authority has a process to report a change in its Local Assistant.				

**\* New addition to the checklist  
from the previous version**

## Defensive Service Level: Administration - Staffing continued

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
11. Fire safety inspections are conducted by the Local Assistant who has been declared to the SPSA.				
a. There is a defined schedule of inspections.				
b. There is a defined schedule of Fire Mitigation activities.				
c. This schedule has been endorsed by your local authority.				

## Defensive Service Level: Scope of Operations

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
1. The following areas are covered by an operational guideline or other documentation: (ex: governing body policy).				
a. Apparatus - vehicle response safety				
b. Apparatus - warning devices				
c. Apparatus - operation and placement				
d. Chain of command				
e. Dispatch procedures				
f. Emergency response to fire scene				
g. Electrical emergencies				
h. Emergency response to fire scene				
i. Managing and tracking firefighters at an emergency incident (accountability)				
j. Exposure to blood borne pathogens and reporting system				
k. Firefighter training standard				
l. Fire suppression - vehicle				
m. Ground ladders				
n. Hose				
o. Hydrants				
p. Incident Command System				
q. Incident safety				
r. * Incident scene safety				
s. Personal protective clothing				

*\* New addition to the checklist from the previous version*

## Defensive Service Level: Scope of Operations continued

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
t. Self-contained breathing apparatus (SCBA)				
u. Traffic control at incidents				
v. Use of alcohol and drugs				
w. Vehicle air brake systems				
x. Vehicle response safety				
y. Operating vehicles in emergencies including mandatory use of seatbelts				
z. Operating vehicles in non-emergency situations including mandatory use of seatbelts				
aa. Personal accountability system				
ab. Water supplies				
ac. Wildland/urban interface				
ad. Work site safety				
2. There are operational guidelines specific to your regulatory bylaw or resolution that define the extent of involvement of firefighters in the following types of incidents:				
FIRE				
• Wildland				
• Defensive firefighting				
• Response out of district				
• Mutual aid				
3. Operational guidelines are dated and signed by the current fire chief.				
4. Pre-plans are developed.				
a. They are used in training.				
5. The fire department has necessary portable and mobile radio equipment and training.				

## Defensive Service Level: Training and Competency

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
1. There are written policy statements on requirements and standards for firefighting training and certification that dictate what firefighters cannot do at the fire scene. (i.e., defensive (exterior) or offensive (interior) firefighting). List standards for the following:				
• Chief officers				
• Company officers				
• Firefighters				
• Driver/Apparatus operators				
2. There is a Training Officer in place.				
a. There are standards and qualifications established for the Training Officer.				
b. A training schedule is posted.				
3. Fire department maintains an active firefighter training program.				
a. Intermittent training, 1 to 2 sessions per month, summers off. No minimum required per firefighter.				
4. Inter-agency training is conducted.				
a. With Mutual Aid partner departments.				

## Defensive Service Level: Occupational Health and Safety Program

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
1. There is a health and safety program for the fire department addressing the following items:				
a. A policy statement of the FD's aims and the responsibilities of the FD supervisors and workers.				
b. Provision for the regular inspection of premises, equipment, work methods, and work practices, at appropriate intervals, to ensure that prompt action is undertaken to correct any hazardous conditions that are found.				
c. Appropriate written instructions, available for reference by all fire personnel, to supplement the Occupational Health & Safety Regulation.				
d. Provision for holding periodic management meetings for the purpose of reviewing health and safety activities and incident trends, and for the determination of necessary courses of action.				

*\* New addition to the checklist  
from the previous version*

## Defensive Service Level: Occupational Health and Safety Program continued

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
e. Provision for the prompt investigation of incidents to determine the action(s) necessary to prevent their recurrence.				
f. The maintenance of records and statistics, including reports of inspections and incident investigations, with provision for making this information available to the following applicable representatives as necessary or requested by joint committees, worker health and safety representatives, an officer, the union representing the workers, or the workers at the workplace.				
g. Provision by the fire department for the instruction and supervision of fire personnel in the safe performance of their work.				
h. Operational Guideline and/or local authority policy for the training of new fire personnel.				

This portion of the checklist should be filled out individually by all officers and firefighters in each fire service. Completed forms should be returned to the fire chief for review and to inform the final submission.

## Defensive Service Level: Occupational Health and Safety Questionnaire for Officers and Firefighters

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
1. Do you participate in the inspections of the fire hall and of the equipment?				
2. Are inspections documented?				
3. Are workplace (fire halls and training sites) safety inspections conducted monthly?				
4. Are health and safety committee meetings held monthly?				
5. Are first-aid records maintained and available for review?				
6. Are there informal workplace safety inspections?				
7. Have supervisors received health and safety training?				
8. Is there a formal process for reports or observations of unsafe acts or conditions?				
9. Has a hazard analysis been performed on the various job functions within your department?				
10. Is there an operational guideline or policy regarding harassment and discrimination?				

*\* New addition to the checklist from the previous version*

## Defensive Service Level: Occupational Health and Safety Questionnaire for Officers and Firefighters continued

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
11. During a major incident, are incident command system procedures established and does the Incident Commander assign a Safety Officer?				
12. Are Officers trained in the following incident command principles:				
a. establishing and transferring of command?				
b. single or unified command structure?				
c. management by objectives?				
d. consolidated incident action plans?				
e. comprehensive resource management?				
f. unity and chain of command?				
g. manageable span of control?				
h. modular organization?				
i. personnel accountability?				
j. integrated communities?				
13. Are there regular officers' meetings and do they contain a component where occupational health and safety issues are discussed?				
14. Are you aware of what accidents to report to the WCB?				
15. Is there an accident investigation for each incident that resulted in injury, involved equipment failure or was a "near miss"?				
16. Do you receive copies of accident reports?				
17. Are copies of accident reports forwarded to your local authority?				
18. Are the recommended corrective actions communicated to firefighters and/or incorporated into training?				
a. Do you ensure that corrective action is taken?				
b. Is this corrective action reported to the local authority?				
19. Do you think you have adequate authority to develop, instruct, and enforce:				
a. safe work rules and procedures?				
b. employee work practices?				
20. Are written work procedures (operational guidelines) referred to when conducting training sessions?				

**\* New addition to the checklist from the previous version**

## Defensive Service Level: Occupational Health and Safety Questionnaire for Officers and Firefighters continued

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
21. Are you aware of your rights and responsibilities as a supervisor, as outlined in the <i>Saskatchewan Employment Act</i> and the OH&S Regulations?				
22. Are you aware of your rights and responsibilities regarding the refusal of unsafe work?				
23. Does your department provide training in the following:				
a. presentation of safety fire crew talks?				
b. rules, procedures, and work practices for controlling emergency incident hazards?				
c. instruction on your legal requirements such as compliance with:				
• Occupational Health & Safety Regulation?				
• First-aid?				
• WHMIS?				
d. how to conduct task hazard analysis to check and revise work procedures?				
e. traffic control at incident?				
f. operation of personal vehicle to and from work or fire station?				
24. Are you held accountable by your local authority for meeting your health and safety responsibilities?				
25. Describe your role in ensuring that your employees understand and follow the health and safety rules on a separate sheet.				
26. Is there a critical incident stress debriefing program?				
27. Is there interior inspection of air cylinders at intervals consistent with the manufacturer's recommendations?				
28. Are records kept and available for SCBA and air cylinders?				
29. Is the fire department apparatus roadworthy per SGI requirements and inspections, with regularly safeties, operated, inventoried, and maintained?				
30. * Are you familiar with the <i>Traffic Safety Act</i> ; specifically section 238, Emergency Vehicles?				
31. All drivers are licensed to drive emergency vehicles and local authority maintains records?				
32. Is there a flashlight available for each firefighter per shift?				
a. Does it meet CSA C22.1-94 Class 1 Division 2 Group A, B, and C?				

**\* New addition to the checklist from the previous version**

## Defensive Service Level: Occupational Health and Safety Questionnaire for Officers and Firefighters continued

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
33. Are there four hand lanterns on each firefighting vehicle?				
a. Do they meet CSA C22.1-94 Class 1 Division 2 Group A, B, and C?				
34. Personal Protective Clothing:				
a. Do all responding firefighters have personal protective clothing including pants and jacket with inner liners, hood, helmet, firefighting gloves, and firefighting boots? They should meet <i>NFPA 1971</i> . Care, inspection, and maintenance should consider <i>NFPA 1851</i> .				
b. Hard hats (safety headgear) available only for fire prevention, investigation, and brush fires?				
35. Firefighter paging equipment & community / department notification system in place?				
36. Firefighter training on dispatch procedures?				
37. Firefighter training on communication channels - E911, Inter-agency, Ops?				
38. Fire department has trained pumper and tanker operators to meet firefighter evolutions?				
a. Department has apparatus with trained drivers, pumper operators, and tanker operators?  Demonstrate at evolutions and provide water at adequate flow and pressure.				
39. Department has training and methods to supply water for ground fire operations? May include apparatus, water supply system, mutual aid, or other resources, and year-round supply or refill points.  Ideal to maintain 800 LPM (200 GPM) for 15 minutes throughout response area. May include regular planned training and exercise of water supply.				

# SKILL SHEET - Defensive Operations: Basis for Judgment

**Defensive Operations:** Local Authority has confirmed service level.

	A	N/I	U	N/A
<b>1. Training:</b> All firefighters trained to Defensive Operations.				
<b>2. Staffing:</b> Fire department has Defensive Operations team leaders and health & safety officers.				
<b>3. Response:</b> Minimum of four firefighters on scene.				
<b>4. Equipment:</b> Full personal protective clothing compliant at date of issue. SCBA - compliant to testing.				
<b>5. Pumping capabilities:</b> Minimum 800 LPM (200 GPM) for 15 minutes of sustained operations.				
<b>6. Communications:</b> Every team leader must have means of direct communication with the Incident Commander (IC).				
<b>7. Vehicle fire:</b> See skill sheet on next page.				
<b>8. Stacked materials/Dumpster fire:</b> See skill sheet on next page.				

A = Acceptable

N/I = Needs Improvement

U = Unacceptable

N/A = Not Applicable

**Note: Needs Improvement**

- Not all responding firefighters trained.
- No team leaders. Fire departments can't commence attack within two minutes of arriving on scene.
- Minimum of four firefighters

## SKILL SHEET - Defensive Operations: Basis for Judgment

**Vehicle Fire:** Local Authority has confirmed service level.

**Requisite Skills:** The ability to identify automobile fuel type; assess and control fuel leaks; open, close, and adjust the flow and pattern on nozzles; apply water for maximum effectiveness while maintaining flash fire protection; advance 1.5 inch (38 mm) or larger diameter attack lines; and expose hidden fires by opening all automobile compartments.

	A	N/I	U	N/A
1. Firefighter can correctly don PPE with accountability.				
2. Confirm order with Officer to attack passenger vehicle fire (assessment is repeated to ensure that all firefighters complete the tasks).				
3. Ensure vehicle is secure, chock wheels if necessary.				
4. Lay out attack line for fire attack. Selects appropriate hose line(s) and nozzle. Selects appropriate hand tool(s).				
5. Charge attack line. Bleed air from hose line. Select appropriate pattern.				
6. Advance attack line to vehicle. Ensure that safety/cooling line is in place and flowing. Attack hose line approaches at a 45-degree angle from upwind and uphill if possible. Size up scene for hazards. Use fog pattern for personnel protection when close to the object.				
7. Extinguish any fire under vehicle or in line of approach. Use a narrow fog pattern or straight stream for attack.				
8. Extinguish fire in passenger compartment. Break window to gain entry and ventilate. Use a narrow fog pattern or straight stream for attack. Check for victims. Maintains situational awareness for firefighter safety.				
9. Extinguish fire in engine compartment. Approach from side of vehicle. Open hood at corner using a tool such as Halligan. Use a narrow fog pattern or straight stream for attack. When possible, open hood using latch and prop open. Maintains situational awareness for firefighter safety.				
10. Extinguish fire in trunk. Approach from side of vehicle. Knock out locking mechanism and open latch. Open trunk and prop open. Maintains situational awareness for firefighter safety.				
11. Overhaul hidden and smoldering fires. Preserve evidence of fire cause. Extinguishment is complete - no hidden or smoldering fires remain. All other hazards such as leaking fuel are addressed. Maintains situational awareness for firefighter safety.				

**A** = Acceptable

**N/I** = Needs Improvement

**U** = Unacceptable

**N/A** = Not Applicable

**Note: Needs Improvement**

- Not all responding firefighters trained.
- No team leaders. Fire departments can't commence attack within two minutes of arriving on scene.
- Minimum of four firefighters

# SKILL SHEET - Defensive Operations: Basis for Judgment

**Staked / Piled Materials:** Authority has confirmed service level.

**Requisite Skills:** The ability to recognize inherent hazards related to the material's configuration, operate master streams or hand lines, break up material using hand tools and water streams, evaluate for complete extinguishment, operate hose lines and other water application devices, evaluate and modify water application for maximum penetration, search for and expose hidden fires, assess patterns for origin determination, and evaluate for complete extinguishment.

Staked / Piled Materials	A	N/I	U	N/A
1. Firefighter can correctly don PPE with accountability.				
2. Confirm order with Officer to attack a stack or pile of materials on fire (assessment is repeated to ensure that all firefighters complete the tasks).				
3. Size up environment for hazards. Identify and verbalize collapse zone. Work outside of collapse zone.				
4. Check nozzle pattern and bleed air from hose line.				
5. Check for threat to exposures and cool as necessary.				
6. Advance to position to make fire attack.				
7. Extinguish fire with straight stream as per the directions of the Officer.				
8. Overhaul debris using pike pole or trash hook.				
9. Report to Officer completion of task.				

**A** = Acceptable

**N/I** = Needs Improvement

**U** = Unacceptable

**N/A** = Not Applicable

**Note: Needs Improvement**

- Not all responding firefighters trained.
- No team leaders. Fire departments can't commence attack within two minutes of arriving on scene.
- Minimum of four firefighters

# SKILL SHEET - Defensive Operations: Basis for Judgment

**Dumpster Fire:** Authority has confirmed service level.

**Requisite Skills:** The ability to recognize inherent hazards related to the material's configuration, operate master streams or hand lines, break up material using hand tools and water streams, evaluate for complete extinguishment, operate hose lines and other water application devices, evaluate and modify water application for maximum penetration, search for and expose hidden fires, assess patterns for origin determination, and evaluate for complete extinguishment.

Dumpster Fires	A	N/I	U	N/A
1. Confirm order with Officer to attack a dumpster on fire (assessment is repeated to ensure that all firefighters complete the tasks).				
2. Set the nozzle flow to a straight stream.				
3. Open the nozzle fully, briefly, and aim stream side to side to test pattern and expel air.				
4. Size up the environment for hazards.				
5. Advance to the trash container from uphill and upwind.				
6. Keep the stream between the container and any exposures.				
7. Maintain situational awareness.				
8. Cool outside of container and any exposures.				
9. Attack the fire with medium fog pattern until it is knocked down.				
10. Perform overhaul.				
a. Firefighter #2 - Break up material and probe with pike pole for hot spots.				
b. Firefighter #1 - Extinguish hot spots.				
11. Do not enter container and avoid placing head into or over any openings.				
12. Report to Officer completion of task.				

**A** = Acceptable

**N/I** = Needs Improvement

**U** = Unacceptable

**N/A** = Not Applicable

**Note: Needs Improvement**

- Not all responding firefighters trained.
- No team leaders. Fire departments can't commence attack within two minutes of arriving on scene.
- Minimum of four firefighters

# Appendix B

## Offensive Service Level Checklists and Skill Sheets

The assessment process includes a review of the community and its hazards, firefighting needs, and current assessment of the organization and capability of the department.

**Assessment should take approximately 24 working hours. This includes:**

- looking at documents;
- inspecting apparatus and equipment; and
- observing practical evolutions.

## Offensive Service Level: Governance and Authority

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
1. The local authority has a fire department establishment bylaw or band council resolution.				
2. That bylaw or resolution is current and reflects all services being provided by the fire department.				
3. Fire protection district boundaries are clearly defined in fire department bylaw or resolution.				
4. Different service boundaries are defined. <i>Note: This applies where services are contracted to First Nations lands, regional district specified areas, industrial sites, etc. It is not intended to refer to areas served under the mutual aid agreements.</i>				
5. The local authority has a contract fire protection area:				
a. The documents are current.				
b. The documents are specific to the service provided.				
c. Contract area maps are in place.				
6. There are written agreement(s) with:				
a. Emergency Health Services regarding First Response				
• It has been duly authorized by your local authority				
b. Other fire service-related agreement(s). List: e.g., Agreements for inspections, investigations, rescue services, etc.				
• It/They has been duly authorized by your local authority				
7. There are written Mutual Aid agreements in place. If yes, the following are covered:				
• Chain of command				
• Common terminology				
• Inter-department training				
• Inter-departmental communications				
• Current maps				
• They are outlined in your Operational Guidelines				
• They have been duly authorized by your local authority				
8. If there are written Automatic Aid agreements in place, they satisfy all the points addressed in question 7 above.				

## Offensive Service Level: Administration

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
1. The following types of records are available for inspection:				
a. Apparatus maintenance including inspection and repair				
b. List of apparatus				
c. Maintenance records including annual pump tests				
d. Driver training records				
e. Driver's abstract and license				
f. Vehicle pre-trip inspection				
g. Vehicle post trip inspection (back in service inspections and/or call logs acceptable)				
h. Trip Log				
i. Regular air brake checks				
j. Vehicle weights				
k. Overweight permits (if required)				
l. Practice (training) attendance				
m. Call (on-shift) attendance				
n. Equipment maintenance (including SCBA, turnout gear, ropes, gas testing equipment, PASS alarms)				
o. Hose testing				
p. Ladder testing				
q. Fire prevention and inspections				
r. Personnel including:				
• Work performance				
• Discipline				
• WCB (work-related incidents)				
s. Public relations and education programs and activities				
t. Training records including new firefighter and Officer training				
u. Map indicating water supplies				

*\* New addition to the checklist from the previous version*

## Offensive Service Level: Administration - continued

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
2. The local authority maintains a record about emergency response resources				
3. * Incident data recorded in provincial database program				
4. * Apparatus are properly registered with appropriate dispatch or agency				
5. * The following are reviewed and updated regularly with the appropriate dispatch or reporting agency:				
a. Mass notification list of all firefighters				
b. Response plans				
c. Station locations				
d. Response zones				
e. Updated list of resources				
6. * Provide an annual update to rate payers				

## Offensive Service Level: Administration - Staffing

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
1. Minimum standards and qualifications have been established for officers by the local authority.				
2. Chief Officers are formally appointed by the local authority.				
3. Department Officers are formally appointed by the Chief.				
4. There is a published and posted organization chart:				
a. This chart illustrates the relationship with governing and advisory bodies.				
b. This chart shows the chain of command.				
5. There are written job profiles for all positions.				
6. There are posted rules and regulations.				
7. There is a clear, documented distinction between operational and social activities.				
8. There is a written policy regarding a designated duty crew during social events (re: alcohol consumption).				

*\* New addition to the checklist from the previous version*

## Offensive Service Level: Administration - Staffing - continued

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
9. A senior officer conducts a formal post-incident critique (AKA lessons learned) for major incidents and all calls that resulted in injury or had a “near miss” of injury.				
10. There are written hiring practices for new recruits. They include the following:				
• background checks (including criminal)				
• driver’s abstract				
• physical / medical assessment				
• probation period with performance assessment				
• the tasks permitted or probationary members clearly defined and explained to probationary members and firefighters				
11. The chief of the fire department is identified as a Local Assistant, their name and addresses are reported to the SPSA and the local authority has a process to report a change in its Local Assistant.				
a. There is a defined schedule of inspections.				
b. There is a defined schedule of fire mitigation activities.				
c. This schedule has been endorsed by your local authority.				

## Offensive Service Level: Scope of Operations

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
1. The following areas are covered by an operational guideline or other documentation: (ex: governing body policy).				
a. Apparatus - vehicle response safety				
b. Apparatus - warning devices				
c. Apparatus - operation and placement				
d. Chain of command				
e. Dangerous goods				
f. Dispatch procedures				
g. Electrical emergencies				
h. Emergency response to fire scene				

*\* New addition to the checklist from the previous version*

## Offensive Service Level: Scope of Operations - continued

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
i. Entry into buildings (including rescue)				
j. Managing and tracking firefighters at an emergency incident (accountability)				
k. Exposure to blood borne pathogens and reporting system				
l. Firefighter training standard				
m. Fire suppression - vehicle				
n. Ground ladders				
o. Hose				
p. Hydrants				
q. Incident Command System				
r. Incident safety				
s. Health and Safety provisions during salvage and overhaul, specifically:				
• air quality				
• physical condition of firefighters				
• size structure stability				
t. Manage stress arising from an incident that is likely to cause adverse health effects to firefighters				
u. Personal protective clothing				
v. Rescue Team (RIT)				
w. * Incident Scene Safety				
x. Self-contained breathing apparatus (SCBA)				
y. Special occasions including:				
• hazardous materials				
• confined space				
• first responder				
• auto extrication				
• high angle				
• trench or excavation				
• swift water				
• flat water				
• ice rescue				
• building collapse				
z. Use of alcohol and drugs				

*\* New addition to the checklist from the previous version*

## Offensive Service Level: Scope of Operations - continued

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
aa. Vehicle air brake systems				
ab. Vehicle response safety				
ac. Operating vehicles in emergencies including mandatory use of seatbelts				
ad. Operating vehicles in non-emergency situations including use of mandatory seatbelts				
ae. Personnel accountability system				
af. Rescue team of two firefighters on the scene after initial attack / SCBA / 10 minutes				
ag. Effective voice communication with firefighters inside buildings				
ah. Water supplies				
ai. Wildland / urban interface				
aj. Work site safety				
2. There are operational guidelines specific to your regulatory bylaw or resolution that define the extent of involvement of firefighters in the following types of incidents:				
FIRE				
• Wildland				
• Structure				
• Multi-story				
• Involving hazardous materials				
• Offensive or defensive firefighting				
• Response out of district				
• Mutual aid				
RESCUE				
• Auto				
3. There are operational guidelines dated and signed by the current fire chief.				
4. Fire flows from hydrants are calculated and included on the maps.				
a. Alternate water sources are formally identified on a map.				
b. User agreements are in place.				

## Offensive Service Level: Scope of Operations - continued

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
5. Pre-plans are developed for complex or large commercial structures.				
a. These plans are used in training.				
6. The fire department has necessary portable and mobile radio equipment and training.				

## Offensive Service Level: Training and Competency

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
1. There are written policy statements on requirements and standards for firefighting training and certification that dictate what firefighters cannot do at the fire scene. (i.e., defensive (exterior) or offensive (interior) firefighting). List standards for the following:				
• Chief officers				
• Company officers				
• Firefighters				
• Driver/Apparatus operators				
2. There is a Training Officer in place.				
a. There are standards and qualifications established for the Training Officer.				
b. A training schedule is posted.				
3. Fire department maintains an active firefighter training program.				
a. Regular planned training of at least two evenings or six hours per month/12 months each year covering all aspects of service levels provided. Each firefighter should get a minimum of 50 hours per year.				
4. Inter-agency training is conducted.				
a. With Mutual Aid partner departments.				
b. With Automatic Aid partner departments.				

## Offensive Service Level: Occupational Health and Safety Program

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
1. There is a health and safety program for the fire department addressing the following items:				
a. A policy statement of the local authority's aims and the responsibilities of the local authority, supervisors, and workers.				
b. Provision for the regular inspection of premises, equipment, work methods, and work practices, at appropriate intervals, to ensure that prompt action is undertaken to correct any hazardous conditions that are found.				
c. Appropriate written instructions, available for reference by all fire personnel, to supplement the Occupational Health & Safety Regulation.				
d. Provision for holding periodic management meetings for the purpose of reviewing health and safety activities and incident trends, and for the determination of necessary courses of action.				
e. Provision for the prompt investigation of incidents to determine the action(s) necessary to prevent their recurrence.				
f. The maintenance of records and statistics, including reports of inspections and incident investigations, with provision for making this information available to the following applicable representatives as necessary or requested by joint committees, worker health and safety representatives, an officer, the union representing the workers, or the workers at the workplace.				
g. Provision by the local authority for the instruction and supervision of workers in the safe performance of their work.				
h. Operational Guideline and/or local authority policy for the training of new and young workers as required by WorkSafe Saskatchewan.				

This portion of the checklist should be filled out individually by all officers and firefighters in each fire service. Completed forms should be returned to the fire chief for review and to inform the final submission.

## Offensive Service Level: Occupational Health and Safety Questionnaire for Officers and Firefighters

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
1. Do you participate in the inspections of the fire hall and of the equipment?				
2. Are inspections documented?				
3. Are workplace (fire halls and training sites) safety inspections conducted monthly?				
4. Are health and safety committee meetings held monthly?				
5. Are first-aid records maintained and available for review?				
6. Are there informal workplace safety inspections?				
7. * Have supervisors received health and safety training?				
8. * Is there a formal process for reports or observations of unsafe acts or conditions?				
9. Has a hazard analysis been performed on the various job functions within your department?				
10. Is there an operational guideline or policy regarding harassment and discrimination?				
11. During a major incident, are incident command system procedures established and does the Incident Commander assign a Safety Officer?				
12. Are Officers trained in the following incident command principles:				
a. establishing and transferring of command?				
b. single or unified command structure?				
c. management by objectives?				
d. consolidated incident action plans?				
e. comprehensive resource management?				
f. unity and chain of command?				
g. manageable span of control?				
h. modular organization?				
i. personnel accountability?				
j. integrated communities?				

*\* New addition to the checklist from the previous version*

## Offensive Service Level: Occupational Health and Safety Questionnaire for Officers and Firefighters - continued

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
13. Are there regular officers' meetings and do they contain a component where occupational health and safety issues are discussed?				
14. Have you participated at an officers' meeting where health and safety issues were discussed?				
15. Do officers' meetings adequately address health and safety matters such as:				
a. injuries?				
b. prevention strategies?				
16. As an officer, are you aware of what accidents to report to the WCB?				
17. Is there an accident investigation for each incident that resulted in injury, involved equipment failure or was a "near miss"?				
18. Do you receive copies of accident reports?				
19. Are accident investigation reports reviewed by officers and the joint Health and Safety Committee?				
20. Are copies of accident reports forwarded to your local authority?				
21. Are the recommended corrective actions communicated to firefighters and/or incorporated into training?				
a. Do you ensure that corrective action is taken?				
b. Is this corrective action reported to the local authority?				
22. Do you think you have adequate authority to develop, instruct, and enforce:				
a. safe work rules and procedures?				
b. employee work practices?				
23. Are written work procedures (operational guidelines) referred to when conducting training sessions?				
24. Are you aware of your rights and responsibilities as a supervisor, as outlined in the <i>Saskatchewan Employment Act</i> and the OH&S Regulations?				
25. Are you aware of your rights and responsibilities regarding the refusal of unsafe work?				

## Offensive Service Level: Occupational Health and Safety Questionnaire for Officers and Firefighters - continued

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
26. Does your department provide training in the following:				
a. workplace inspections?				
b. investigation of accidents?				
c. presentation of safety fire crew talks?				
d. follow-up on worker training?				
e. rules, procedures, and work practices for controlling emergency incident hazards?				
f. instruction on your legal requirements such as compliance with:				
• Occupational Health & Safety Regulation?				
• First-aid?				
• WHMIS?				
g. how to conduct task hazard analysis to check and revise work procedures?				
h. traffic control at incident?				
i. operation of personal vehicle to and from work or fire station?				
27. Are you held accountable by your local authority for meeting your health and safety responsibilities?				
28. Describe your role in ensuring that your employees understand and follow the health and safety rules on a separate sheet.				
29. Are there operational guidelines for firefighter rescue and rehabilitation? Does it include the following:				
a. Hydration after one tank or approximately 30 minutes of strenuous work?				
b. Sit out after two tanks or approximately 60 minutes of strenuous work?				
c. Assessment of blood pressure, heart rate, and temperature after 10 minutes rest with criteria for returning to work / training?				
30. Does your department provide fall protection training for firefighters?				
31. Is there a critical incident stress debriefing program?				
32. Are there interior inspections of air cylinders at intervals acceptable to WorkSafe Saskatchewan and consistent with the manufacturer's recommendations?				

*\* New addition to the checklist from the previous version*

## Offensive Service Level: Occupational Health and Safety Questionnaire for Officers and Firefighters - continued

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
33. Are records kept and available for SCBA and air cylinders?				
34. Are there a minimum of four serviceable SCBA with tanks? Care, inspection, and maintenance should meet NFPA 1852. Complete with PASS alarms.				
35. Does the fire department have apparatus for structural firefighting? This typically includes pumper apparatus listed to ULC S515 or NFPA 1901 standard and meeting Fire Underwriters Survey "Insurance Grading Recognition of Used or Rebuilt Apparatus". This can include tanker apparatus with a minimum tank size of 6,000 L (1,500 Gals).				
36. * Is the fire department apparatus roadworthy per SGI requirements and inspections, with regularly safeties, operated, inventoried, and maintained?				
37. * Are you familiar with the <i>Traffic Safety Act</i> ; specifically section 238, Emergency Vehicles?				
38. Apparatus is equipped with structural firefighting equipment and should meet ULC S515, NFPA 1901?				
39. The drivers are licensed to drive emergency vehicles and local authority maintains records?				
40. Is there an Operational Guideline instructing structural firefighters to leave a building if a rescue team is expected to not be in place within 10 minutes of initial entry?				
41. Is there a flashlight available for each firefighter per shift?				
a. Does it meet CSA C22.1-94 Class 1 Division 2 Group A, B, and C?				
42. Are there four hand lanterns on each firefighting vehicle?				
a. Do they meet CSA C22.1-94 Class 1 Division 2 Group A, B, and C?				
43. Are plaster hooks and pike holes fitted with non-conductive shafts?				
44. Personal Protective Clothing:				
a. * Do all responding firefighters have personal protective clothing including pants and jacket with inner liners, hood, helmet, firefighting gloves, and firefighting boots? They should meet <i>NFPA 1971</i> . Care, inspection, and maintenance should consider <i>NFPA 1851</i> .				
b. Hard hats (safety headgear) available only for fire prevention, investigation, and brush fires?				
45. Firefighter paging equipment & community / department notification system in place?				

\* **New addition to the checklist from the previous version**

## Offensive Service Level: Occupational Health and Safety Questionnaire for Officers and Firefighters - continued

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
46. Firefighter training on dispatch procedures?				
47. Firefighter training on communication channels - E911, Inter-agency, Ops?				
48. Fire department has trained pumper and tanker operators to meet firefighter evolutions?				
<p>a. Department has apparatus with trained drivers, pumper operators, and tanker operators?</p> <p>Demonstrate at evolutions and provide water at adequate flow and pressure.</p>				
<p>49. Department has training and methods to supply water for ground fire operations? May include apparatus, water supply system, mutual aid, or other resources, and year-round supply or refill points.</p> <p>Ideal to maintain 800 LPM (200 GPM) for 30 minutes throughout response area. May include regular planned training and exercise of water supply.</p>				
50. Are the last three Occupational Health & Safety meeting minutes posted at the hall?				
51. Are the Occupational Health & Safety meeting minutes regularly sent to your local authority?				
52. Is there a written personnel accountability system?				

## SKILL SHEET - Offensive Operations: Basis for Judgment

These requirements must be met in addition to all the skills and requirements included in the Defensive Service Level.

	A	N/I	U	N/A
<b>1. Training:</b> All firefighters trained to Offensive Operations Firefighter Level 1 Practical.				
<b>2. Staffing:</b> Fire department has Offensive Operations team leaders and a health and safety officer.				
<b>3. Response:</b> Minimum of four firefighters on scene.				
<b>4. Equipment:</b> Full personal protective clothing compliant at date of issue. SCBA - compliant to testing. Each team and team leader have radios.				
<b>5. Pumping capabilities:</b> A minimum 800 LPM (200 GPM) for sustained operations.				
<b>6. Communications:</b> Every team leader must have means of direct communication with the Incident Commander (IC).				
<b>7. Complex Structures:</b> All complex structures in the response area have up-to-date pre-plans if interior rescue/fire attack is anticipated.				

A = Acceptable

N/I = Needs Improvement

U = Unacceptable

N/A = Not Applicable

### Note: Needs Improvement

- Not all responding firefighters trained.
- No team leaders. Fire departments can't commence attack within two minutes of arriving on scene.
- Minimum of four firefighters

# Appendix C

## Full-Operations Service Level Checklists and Skill Sheets

The assessment process includes a review of the community and its hazards, firefighting needs, and current assessment of the organization and capability of the department.

**Assessment should take approximately 40 working hours. This includes:**

- looking at documents;
- inspecting apparatus and equipment; and
- observing practical evolutions.

## Full-Operations Service Level: Governance and Authority

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
1. The local authority has a fire department establishment bylaw or band council resolution.				
2. That bylaw or resolution is current and reflects all services being provided by the fire department.				
3. Fire protection district boundaries are clearly defined.				
4. Different service boundaries are defined. <b>Note:</b> <i>This applies where services are contracted to First Nations lands, regional district specified areas, industrial sites, etc. It is not intended to refer to areas served under the mutual aid agreements.</i>				
5. The local authority has a contract fire protection area:				
a. The documents are current.				
b. The documents are specific to the service provided.				
c. Contract area maps are in place.				
6. There are written agreement(s) with:				
a. Emergency Health Services regarding First Response				
• It has been duly authorized by your local authority				
b. Other fire service-related agreement(s). List: e.g., Agreements for inspections, investigations, rescue services, etc.				
• It/They has been duly authorized by your local authority				
7. There are written Mutual Aid agreements in place. If yes, the following are covered:				
• Chain of command				
• Common terminology				
• Inter-department training				
• Inter-departmental communications				
• Current maps				
• They are outlined in your Operational Guidelines				
• They have been duly authorized by your local authority				
8. If there are written Automatic Aid agreements in place, they satisfy all the points addressed in question 7 above.				

## Full-Operations Service Level: Administration

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
1. The following types of records are available for inspection:				
a. Apparatus maintenance including inspection and repair				
b. List of apparatus				
c. Maintenance records including annual pump tests				
d. Driver training records				
e. Driver's abstract and license				
f. Vehicle pre-trip inspection				
g. Vehicle post trip inspection (back in service inspections and/or call logs acceptable)				
h. Trip Log				
i. Regular air brake checks				
j. Vehicle weights				
k. Overweight permits (if required)				
l. Practice (training) attendance				
m. Call (on-shift) attendance				
n. Equipment maintenance (including SCBA, turnout gear, ropes, gas testing equipment, PASS alarms)				
o. Hose testing				
p. Ladder testing				
q. Fire prevention and inspections				
r. Personnel including:				
• Work performance				
• Discipline				
• WCB (work-related incidents)				
s. Public relations and education programs and activities				
t. Training records including new firefighter and Officer training				
u. Map indicating water supplies				

*\* New addition to the checklist from the previous version*

## Full-Operations Service Level: Administration - continued

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
2. The local authority maintains a record about emergency response resources				
3. * Incident data recorded in provincial database program				
4. * Apparatus are properly registered with appropriate dispatch or agency				
5. * The following are reviewed and updated regularly with the appropriate dispatch or reporting agency:				
a. Mass notification list of all firefighters				
b. Response plans				
c. Station locations				
d. Response zones				
e. Updated list of resources				
6. * Provide an annual update to rate payers				

## Full-Operations Service Level: Administration - Staffing

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
1. Minimum standards and qualifications have been established for officers by the local authority.				
2. Chief Officers are formally appointed by the local authority.				
3. Department Officers are formally appointed by the Chief.				
4. There is a published and posted organization chart:				
a. This chart illustrates the relationship with governing and advisory bodies.				
b. This chart shows the chain of command.				
5. There are written job profiles for all positions.				
6. There are posted rules and regulations.				
7. There is a clear, documented distinction between operational and social activities.				
8. There is a written policy regarding a designated duty crew during social events (re: alcohol consumption).				

*\* New addition to the checklist from the previous version*

## Full-Operations Service Level: Administration - Staffing - continued

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
9. A senior officer conducts a formal post-incident critique (AKA lessons learned) for major incidents and all calls that resulted in injury or had a "near miss" of injury.				
10. There are written hiring practices for new recruits. They include the following:				
• background checks (including criminal)				
• driver's abstract				
• physical / medical assessment				
• probation period with performance assessment				
• the tasks permitted or probationary members clearly defined and explained to probationary members and firefighters				
11. At least the first step of your disciplinary system is used.				
12. Written policies have been developed providing restrictions of duties for junior firefighters and probationary members.				
13. The chief of the fire department is identified as a Local Assistant, their name and addresses are reported to the SPSA and the local authority has a process to report a change in its Local Assistant.				
a. There is a defined schedule of inspections.				
b. There is a defined schedule of fire mitigation activities.				
c. This schedule has been endorsed by your local authority.				

## Full-Operations Service Level: Scope of Operations

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
1. The following areas are covered by an operational guideline or other documentation: (ex: governing body policy).				
a. Apparatus - vehicle response safety				
b. Apparatus - warning devices				
c. Apparatus - operation and placement				
d. Chain of command				
e. Dangerous goods				

*\* New addition to the checklist from the previous version*

## Full-Operations Service Level: Scope of Operations - continued

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
f. Disaster planning & response				
g. Dispatch procedures				
h. Electrical emergencies				
i. Emergency planning				
j. Emergency response to fire scene				
k. Entry into buildings (including rescue)				
l. Managing and tracking firefighters at an emergency incident (accountability)				
m. Exposure to blood borne pathogens and reporting system				
n. Firefighter training standard				
o. Fire suppression - vehicle				
p. Ground ladders				
q. Hazardous materials and substances				
r. Hose				
s. Hydrants				
t. Incident Command System				
u. Incident safety				
v. Medical examinations and health monitoring (i.e.: hearing test, lung function, etc.)				
w. Health and Safety provisions during salvage and overhaul, specifically:				
• air quality				
• physical condition of firefighters				
• size structure stability				
x. Manage stress arising from an incident that is likely to cause adverse health effects to firefighters				
y. Personal protective clothing				
z. Rescue Team (RIT)				
aa. Respiratory Protection Program (RPP)				
ab.* Incident Scene Safety				
ac. Self-contained breathing apparatus (SCBA)				
ad. Special occasions including:				
• hazardous materials				
• confined space				

**\* New addition to the checklist from the previous version**

## Full-Operations Service Level: Scope of Operations - continued

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
• first responder				
• auto extrication				
• high angle				
• trench or excavation				
• swift water				
• flat water				
• ice rescue				
• building collapse				
ae. Buildings seven stories up or higher				
af. Firefighting underground				
ag. Firefighting over water				
ah. Traffic control at incidents				
ai. Use of alcohol and drugs				
aj. Vehicle air brake systems				
ak. Vehicle response safety				
al. Operating vehicles in emergencies including mandatory use of seatbelts				
am. Operating vehicles in non-emergency situations including mandatory use of seatbelts				
an. Personal accountability system				
ao. Rescue team of two firefighters on the scene after initial attack, SCBA, or 10-minute accountability checks				
ap. Effective voice communication with firefighters inside buildings				
aq. Water supplies				
ar. Wildland / urban interface				
as. Work site safety				
at. Investigation of accidents				
au. Occupational Health & Safety program				
av. Supervision of workers				

## Full-Operations Service Level: Scope of Operations - continued

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
2. There are operational guidelines specific to your regulatory bylaw or resolution that define the extent of involvement of firefighters in the following types of incidents:				
FIRE				
• Wildland				
• Structure				
• Multi-story				
• Involving hazardous materials				
• Offensive or defensive firefighting				
• Response out of district				
• Mutual aid				
MEDICAL				
• First responder level				
RESCUE				
• Auto				
• Water				
• High angle				
• Confined space				
• Hazardous materials				
3. There are operational guidelines dated and signed by the current fire chief.				
4. There is a fire prevention committee or appointed responsible member.				
5. Fire flows from hydrants are calculated and included on the maps.				
a. Alternate water sources are formally identified on a map.				
b. User agreements are in place.				
6. Pre-plans are developed and are used in training.				
7. The fire department has necessary portable and mobile radio equipment and training.				

## Full-Operations Service Level: Training and Competency

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
1. There are written policy statements on requirements and standards for firefighting training and certification that dictate what firefighters cannot do at the fire scene. (i.e., defensive (exterior) or offensive (interior) firefighting). List standards for the following:				
• Chief officers				
• Company officers				
• Firefighters				
• Driver/Apparatus operators				
2. There is a Training Officer in place.				
a. There are standards and qualifications established for the Training Officer.				
b. A training schedule is posted.				
3. Fire department maintains an active firefighter training program.				
a. Regular planned training of at least two evenings or six hours per month/12 months each year covering all aspects of service levels provided. Each firefighter should get a minimum of 60 hours per year.				
4. There is a written recruit training program in effect.				
5. Inter-agency training is conducted.				
a. With Mutual Aid partner departments.				
b. With Automatic Aid partner departments.				

## Full-Operations Service Level: Occupational Health and Safety Program

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
1. There is a health and safety program for the fire department addressing the following items:				
a. A policy statement of the employer's aims and the responsibilities of the employer, supervisors, and workers.				
b. Provision for the regular inspection of premises, equipment, work methods, and work practices, at appropriate intervals, to ensure that prompt action is undertaken to correct any hazardous conditions that are found.				

## Full-Operations Service Level: Occupational Health and Safety Program - continued

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
c. Appropriate written instructions, available for reference by all fire personnel, to supplement the Occupational Health & Safety Regulation.				
d. Provision for holding periodic management meetings for the purpose of reviewing health and safety activities and incident trends, and for the determination of necessary courses of action.				
e. Provision for the prompt investigation of incidents to determine the action(s) necessary to prevent their recurrence.				
f. The maintenance of records and statistics, including reports of inspections and incident investigations, with provision for making this information available to the following applicable representatives as necessary or requested by joint committees, worker health and safety representatives, an officer, the union representing the workers, or the workers at the workplace.				
g. Provision by the employer for the instruction and supervision of workers in the safe performance of their work.				
h. Operational Guideline and/or governing body policy for the training of new and young workers as required by WorkSafe Saskatchewan.				

This portion of the checklist should be filled out individually by all officers and firefighters in each fire service. Completed forms should be returned to the fire chief for review and to inform the final submission.

## Full-Operations Level: Occupational Health and Safety Questionnaire for Officers and Firefighters

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
1. Do you participate in the inspections of the fire hall and of the equipment?				
2. Are inspections documented?				
3. Are workplace (fire halls and training sites) safety inspections conducted monthly?				
4. Are health and safety committee meetings held monthly?				
5. Are first-aid records maintained and available for review?				
6. Are there informal workplace safety inspections?				

*\* New addition to the checklist  
from the previous version*

This portion of the checklist should be filled out individually by all officers and firefighters in each fire service. Completed forms should be returned to the fire chief for review and to inform the final submission.

## Full-Operations Level: Occupational Health and Safety Questionnaire for Officers and Firefighters - continued

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
7. Have supervisors received health and safety training?				
8. Is there a formal process for reports or observations of unsafe acts or conditions?				
9. Has a hazard analysis been performed on the various job functions within your department?				
10. Is there an operational guideline or policy regarding harassment and discrimination?				
11. During a major incident, are incident command system procedures established and does the Incident Commander assign a Safety Officer?				
12. Are Officers trained in the following incident command principles:				
a. establishing and transferring of command?				
b. single or unified command structure?				
c. management by objectives?				
d. consolidated incident action plans?				
e. comprehensive resource management?				
f. unity and chain of command?				
g. manageable span of control?				
h. modular organization?				
i. personnel accountability?				
j. integrated communications?				
13. Are there regular officers' meetings and do they contain a component where occupational health and safety issues are discussed?				
14. Have you participated at an officers' meeting where health and safety issues were discussed?				
15. Do officers' meetings adequately address health and safety matters such as:				
a. injuries?				
b. prevention strategies?				
16. As an officer, are you aware of what accidents to report to the WCB?				
17. Is there an accident investigation for each incident that resulted in injury, involved equipment failure or was a "near miss"?				

*\* New addition to the checklist from the previous version*

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## Full-Operations Level: Occupational Health and Safety Questionnaire for Officers and Firefighters - continued

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
18. Do you receive copies of accident reports?				
19. Are accident investigation reports reviewed by officers and the joint Health and Safety Committee?				
20. Are copies of accident reports forwarded to your local authority?				
21. Are the recommended corrective actions communicated to firefighters and/or incorporated into training?				
a. Do you ensure that corrective action is taken?				
b. Is this corrective action reported to the local authority?				
22. Do you think you have adequate authority to develop, instruct, and enforce:				
a. safe work rules and procedures?				
b. employee work practices?				
23. Are written work procedures (operational guidelines) referred to when conducting training sessions?				
24. Are you aware of your rights and responsibilities as a supervisor, as outlined in the <i>Saskatchewan Employment Act</i> and the OH&S Regulations?				
25. Are you aware of your rights and responsibilities regarding the refusal of unsafe work?				
26. Does your department provide training in the following:				
a. workplace inspections?				
b. investigation of accidents?				
c. presentation of safety fire crew talks?				
d. follow-up on worker training?				
e. rules, procedures, and work practices for controlling emergency incident hazards?				
f. instruction on your legal requirements such as compliance with:				
• Occupational Health & Safety Regulation?				
• First-aid?				
• WHMIS?				
g. how to conduct task hazard analysis to check and revise work procedures?				

**\* New addition to the checklist from the previous version**

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## Full-Operations Level: Occupational Health and Safety Questionnaire for Officers and Firefighters - continued

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
h. traffic control at incident?				
i. operation of personal vehicle to and from work or fire station?				
27. Are you held accountable by your local authority for meeting your health and safety responsibilities?				
28. Describe your role in ensuring that your personnel understand and follow the health and safety rules on a separate sheet.				
29. Are there operational guidelines for firefighter rescue and rehabilitation? Does it include the following:				
a. Hydration after one tank or approximately 30 minutes of strenuous work?				
b. Sit out after two tanks or approximately 60 minutes of strenuous work?				
c. Assessment of blood pressure, heart rate, and temperature after 10 minutes rest with criteria for returning to work / training?				
30. Does your department provide fall protection training for firefighters?				
31. Is there a critical incident stress debriefing program?				
32. Are there interior inspections of air cylinders at intervals acceptable to WorkSafe Saskatchewan and consistent with the manufacturer's recommendations?				
33. Are records kept and available for SCBA and air cylinders?				
34. Are there a minimum of four serviceable SCBA with tanks? SCBA must meet NFPA 1981. Care, inspection, and maintenance should meet NFPA 1852. Not older than 20 years outlined in NFPA 1852. Complete with PASS alarms.				
35. Does the fire department have apparatus for structural firefighting? This typically includes pumper apparatus listed to ULC S515 or NFPA 1901 standard and meeting Fire Underwriters Survey "Insurance Grading Recognition of Used or Rebuilt Apparatus". This can include tanker apparatus with a minimum tank size of 6,000 L (1,500 Gals).				
36. Are the apparatus equipped with structural firefighting equipment as per ULC S515, NFPA 1901?				
37. The drivers are licensed to drive emergency vehicles and local authority maintains records?				

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## Full-Operations Level: Occupational Health and Safety Questionnaire for Officers and Firefighters - continued

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
38. * Are you familiar with the <i>Traffic Safety Act</i> ; specifically section 238, Emergency Vehicles?				
39. * Is the fire department apparatus roadworthy per SGI requirements and inspections, with regularly safeties, operated, inventoried, and maintained?				
40. Is there full body harnesses available to ensure that all firefighters located on aerial platforms are wearing fall protection meeting CSA-Z259.10?				
41. Are safety belts and lanyards provided to ensure firefighters working on aerial ladder platforms are using fall restraint meeting CSA-Z259.1?				
42. Is there rescue ropes, safety belts, harnesses, hooks, and rope grabs (NFPA 1983)?				
43. Is there an Operational Guideline instructing structural firefighters to leave a building if a rescue team is expected to not be in place within 10 minutes of initial entry?				
44. Are there Operational Guidelines for the control of vehicle exhaust emissions in the fire hall?				
45. Is vehicle exhaust mechanically removed from the fire hall?				
46. Is there a flashlight available for each firefighter per shift?				
a. Does it meet CSA C22.1-94 Class 1 Division 2 Group A, B, and C?				
47. Are there four hand lanterns on each firefighting vehicle?				
a. Do they meet CSA C22.1-94 Class 1 Division 2 Group A, B, and C?				
48. Are plaster hooks and pike holes fitted with non-conductive shafts?				
49. Personal Protective Clothing:				
a. * Do all responding firefighters have personal protective clothing including pants and jacket with inner liners, hood, helmet, firefighting gloves, and firefighting boots? They should meet <i>NFPA 1971</i> . Care, inspection, and maintenance should consider <i>NFPA 1851</i> .				
b. Hard hats (safety headgear) available only for fire prevention, investigation, and brush fires?				
c. Is the station wear at least 35% Cotton?				

**\* New addition to the checklist from the previous version**

This portion of the checklist should be filled out individually by all officers and firefighters in each fire service. Completed forms should be returned to the fire chief for review and to inform the final submission.

## Full-Operations Level: Occupational Health and Safety Questionnaire for Officers and Firefighters - continued

	Non-Compliant	Compliance Pending	Fully Compliant	N/A
50. Firefighter paging equipment and community or department notification system in place?				
51. Firefighter training on dispatch procedures in place?				
52. Firefighter training on communication channels - E911, Inter-agency, Ops?				
53. Fire department has trained pumper and tanker operators to meet firefighter evolutions?				
<p>a. Department has apparatus with trained drivers, pumper operators, and tanker operators?</p> <p>Demonstrate at evolutions and provide water at adequate flow and pressure.</p>				
<p>54. Department has training and methods to supply water for ground fire operations? May include apparatus, water supply system, mutual aid, or other resources, and year-round supply or refill points.</p> <p>Ideal to maintain 800 LPM (200 GPM) for 30 minutes throughout response area. May include regular planned training and exercise of water supply.</p>				
55. Are the last three Occupational Health & Safety meeting minutes posted at the hall?				
56. Are the Occupational Health & Safety meeting minutes regularly sent to your local authority?				
57. Is there a written personnel accountability system?				

## SKILL SHEET - Full-Operations: Basis for Judgment

These requirements must be met in addition to all the skills and requirements included in the Defensive and Offensive Service Levels.

	A	N/I	U	N/A
<b>1. Training:</b> All firefighters trained to Full-Operations Firefighter Level 2.				
<b>2. Staffing:</b> Fire department has Offensive Operations team leaders and a health and safety officer.				
<b>3. Response:</b> Minimum of four firefighters on scene.				
<b>4. Equipment:</b> Full personal protective clothing compliant at date of issue. SCBA - compliant to testing. Each team and team leader have radios.				
<b>5. Pumping capabilities:</b> A minimum 800 LPM (200 GPM) for sustained operations.				
<b>6. Communications:</b> Every member must be capable of initial size-up, making use of any pre-incident plans, and assuming and transferring command. The team leader must have the ability to manage tactics and operations with the Incident Commander (IC).				
<b>7. Fire Operations:</b> Involve structural or other fire risks of large-scale residential, commercial, industrial, or transportation related structures or facilities.				
<b>8. Additional Resources:</b> Identifying high-risk and medium-risk sites and neighbourhoods has shown additional staff, apparatus, specialty equipment, and water supply may require pre-planning.				

## SKILL SHEET - Full-Operations: Basis for Judgment

### Direct Fire Attack and Interior Structure Fire

**Requisite Skills:** The ability to prevent water hammers when shutting down nozzles; open, close, and adjust nozzle flow and patterns; apply water using direct, indirect, and combination attacks; advance charged and uncharged 1.5 inch (38 mm) diameter or larger hose lines up ladders and up and down interior and exterior stairways; extend hose lines; replace burst hose sections; operate charged hose lines of 1.5 inch (38 mm) diameter or larger while secured to a ground ladder; couple and uncouple various hand line connections; carry hose; attack fires at grade level and above and below grade levels; and locate and suppress interior wall and sub-floor fires.

	A	N/I	U	N/A
1. Firefighter can correctly don PPE with accountability.				
2. Confirm order with Officer to attack fire.				
3. Ensure PPE and SCBA have been checked by the Officer.				
4. Select the proper attack hose line and nozzle based on the location and size of the fire.				

A = Acceptable

N/I = Needs Improvement

U = Unacceptable

N/A = Not Applicable

#### Note: Needs Improvement

- Not all responding firefighters trained.
- No team leaders. Fire departments can't commence attack within two minutes of arriving on scene.
- Minimum of four firefighters

# SKILL SHEET - Full-Operations: Basis for Judgment

## Direct Fire Attack and Interior Structure Fire

**Requisite Skills:** The ability to prevent water hammers when shutting down nozzles; open, close, and adjust nozzle flow and patterns; apply water using direct, indirect, and combination attacks; advance charged and uncharged 1.5 inch (38 mm) diameter or larger hose lines up ladders and up and down interior and exterior stairways; extend hose lines; replace burst hose sections; operate charged hose lines of 1.5 inch (38 mm) diameter or larger while secured to a ground ladder; couple and uncouple various hand line connections; carry hose; attack fires at grade level and above and below grade levels; and locate and suppress interior wall and sub-floor fires.

	A	N/I	U	N/A
5. Deploy and advance uncharged attack hose based on the location and size of the fire.				
6. Don SCBA face piece, activate air supply, and activate PASS device when attack hose line is in place.				
7. Signal the pump operator when ready for water.				
8. Open nozzle to purge air, ensure that water has reached the nozzle, and then close the nozzle.				
9. When ordered, enter the structure and advance to the seat of the fire while crouching or crawling, extinguishing any fires that are encountered.				
10. Cool hot gases overhead as needed when accessing a shielded fire using short applications of water.				
11. Using straight or solid stream or a narrow fog pattern, direct the water onto the base of the fire.				
12. Observe the fire conditions.				
13. Shut off nozzle when the fire is extinguished.				
14. Report to Officer completion of task.				

**A** = Acceptable

**N/I** = Needs Improvement

**U** = Unacceptable

**N/A** = Not Applicable

**Note: Needs Improvement**

- Not all responding firefighters trained.
- No team leaders. Fire departments can't commence attack within two minutes of arriving on scene.
- Minimum of four firefighters

# SKILL SHEET - Full-Operations: Basis for Judgment

These requirements must be met in addition to all the skills and requirements included in the Defensive and Offensive Service Levels.

**Indirect Fire Attack and Interior Structure Fire:** Authority has confirmed service level.

**Requisite Skills:** The ability to prevent water hammers when shutting down nozzles; open, close, and adjust nozzle flow and patterns; apply water using direct, indirect, and combination attacks; advance charged and uncharged 1.5 inch (38 mm) diameter or larger hose lines up ladders and up and down interior and exterior stairways; extend hose lines; replace burst hose sections; operate charged hose lines of 1.5 inch (38 mm) diameter or larger while secured to a ground ladder; couple and uncouple various hand line connections; carry hose; attack fires at grade level and above and below grade levels; and locate and suppress interior wall and sub-floor fires.

	A	N/I	U	N/A
1. Confirm order with Officer to attack the fire.				
2. Ensure PPE and SCBA have been checked by Officer.				
3. Select the proper attack hose line and nozzle based on the location and size of the fire.				
4. Deploy and advance uncharged attack hose lines as directed by Officer.				
5. Don SCBA face piece, activate air supply, and activate PASS device when attack hose line is in place.				
6. Signal the pump operator when ready for water.				
7. Open nozzle to purge air, ensure that water has reached the nozzle, and then close the nozzle.				
8. Select correct fog pattern if applicable and close the nozzle.				
9. When ordered, enter the structure and advance to the seat of the fire while crouching or crawling, extinguishing any fires that are encountered.				
10. Cool hot gases overhead as needed when accessing a shielded fire using short applications of water.				
11. When in place, open nozzle, and direct pattern towards the ceiling and upper area of the walls.				
12. Continue to apply water to the compartment linings (walls and ceiling) until fire is reduced.				
13. Shut off nozzle when the fire is extinguished.				
14. Report to Officer completion of task.				

A = Acceptable

N/I = Needs Improvement

U = Unacceptable

N/A = Not Applicable

**Note: Needs Improvement**

- Not all responding firefighters trained.
- No team leaders. Fire departments can't commence attack within two minutes of arriving on scene.
- Minimum of four firefighters

## SKILL SHEET - Full-Operations: Basis for Judgment

**Combination Attack Method:** Authority has confirmed service level.

**Requisite Skills:** The ability to prevent water hammers when shutting down nozzles; open, close, and adjust nozzle flow and patterns; apply water using direct, indirect, and combination attacks; advance charged and uncharged 1.5 inch (38 mm) diameter or larger hose lines up ladders and up and down interior and exterior stairways; extend hose lines; replace burst hose sections; operate charged hose lines of 1.5 inch (38 mm) diameter or larger while secured to a ground ladder; couple and uncouple various hand line connections; carry hose; attack fires at grade level and above and below grade levels; and locate and suppress interior wall and sub-floor fires.

	A	N/I	U	N/A
1. Confirm order with Officer to attack the fire.				
2. Ensure PPE and SCBA have been checked by Officer.				
3. Select the proper attack hose line and nozzle based on the location and size of the fire.				
4. Deploy and advance uncharged attack hose lines as directed by Officer.				
5. Don SCBA face piece, activate air supply, and activate PASS device when attack hose line is in place.				
6. Signal the pump operator when ready for water.				
7. Open nozzle to purge air, ensure that water has reached the nozzle, and then close the nozzle.				
8. Select correct fog pattern if applicable and close the nozzle.				
9. When ordered, enter the structure and advance to the seat of the fire while crouching or crawling, extinguishing any fires that are encountered.				
10. Cool hot gases overhead as needed when accessing a shielded fire using short applications of water.				
11. When in place, open nozzle, and direct pattern towards the ceiling and upper area of the walls.				
12. Shut off nozzle when the room begins to darken.				
13. Apply water using the direct attack method as needed.				
14. Shut off nozzle when the fire is extinguished.				
15. Report to Officer completion of task.				

**A** = Acceptable

**N/I** = Needs Improvement

**U** = Unacceptable

**N/A** = Not Applicable

**Note: Needs Improvement**

- Not all responding firefighters trained.
- No team leaders. Fire departments can't commence attack within two minutes of arriving on scene.
- Minimum of four firefighters

# SKILL SHEET - Full-Operations: Basis for Judgment

**Turning Off Building Utilities:** Authority has confirmed service level.

**Requisite Skills:** The ability to identify utility control devices, operate control valves or switches, and assess for related hazards sub-floor fires.

	A	N/I	U	N/A
1. Confirm order with Officer to turn off utilities.				
2. Can locate and shut off electricity by closing the main breaker switch at main service panel.				
a. Individual breakers may need to be used if there is no main breaker switch.				
b. Note any tripped breakers.				
c. Always use caution; backup or alternative energy sources could be present.				
3. Can locate natural gas meter and/or LPG or CNG storage tank/cylinder and shut off.				
4. Can locate water meter box and shut off water meter.				
5. Report to Officer completion of assigned task.				

**A** = Acceptable

**N/I** = Needs Improvement

**U** = Unacceptable

**N/A** = Not Applicable

**Note: Needs Improvement**

- Not all responding firefighters trained.
- No team leaders. Fire departments can't commence attack within two minutes of arriving on scene.
- Minimum of four firefighters

## SKILL SHEET - Full-Operations: Basis for Judgment

**Ground Cover Fires:** Authority has confirmed service level.

**Requisite Skills:** The ability to determine exposure threats based on fire spread potential; protect exposures, construct a fire line, or extinguish with hand tools, maintain integrity of established fire lines, and suppress ground cover fires using water.

	A	N/I	U	N/A
1. Confirm order with Officer to turn off utilities.				
2. Size up environment for hazards.				
a. Identify and verbalize safe zones and escape routes.				
3. Position at perimeter of hot zone and approach from the burned area (black).				
4. Approach flame edge and apply water with hand line or extinguisher or use hand tools.				
5. Maintain firefighter safety and awareness				
6. Extinguish fire.				
a. Maintain communication with Officer.				
b. Monitor weather.				
c. Monitor fire and smoke conditions.				
7. Mop up hot-spots/overhaul.				
8. Exit hazard area to a safe area.				
9. Report to Officer completion of assigned task.				

**A** = Acceptable

**N/I** = Needs Improvement

**U** = Unacceptable

**N/A** = Not Applicable

**Note: Needs Improvement**

- Not all responding firefighters trained.
- No team leaders. Fire departments can't commence attack within two minutes of arriving on scene.
- Minimum of four firefighters

# Appendix D

Five Steps to Complete Declaration of Service

## Five Steps for a FIRE DEPARTMENT to submit a *Service Level Declaration Form*

Steps	Activity	Action Item(s)
Step 1	Fire chief reviews the <i>Minimum Standards</i> document.	Fire chief determines preferred level of service and arranges the date and time to speak to their local community.
Step 2	Fire chief and Council meet to discuss proposed service level.	<p>Fire chief and the local authority discuss proposed service level, the implications to their current service delivery, equipment, and training requirements, etc. More than one meeting may be required for the two to come to consensus on the appropriate level of service.</p> <p>An individual or group is identified to complete the checklist and a target date for completion is established.</p> <p><b>**If not participating, the Fire Chief and Council will complete the <i>Service Level Declaration Form</i> found in Appendix E.</b></p>
Step 3	Checklist is completed.	<p>a. The individual or group identified above completes the checklist and identifies any outstanding compliance items.</p> <p>b. The local authority and fire chief use the <i>Service Level Declaration Form</i> found in Appendix E to identify financial impacts and the timeline needed for compliance with the chosen service level.</p>
Step 4	Service Level Declaration Form is completed and approved.	<p>Based on outgoing discussions between the fire chief and the local authority regarding decisions made in Step 3, the <i>Service Level Declaration Form</i> is completed and signed by both parties.</p> <p>a. Indicate the local authority's name participation, service level, and compliance level.</p> <p>b. Document any deficiencies noted from the service level checklist into the table in the <i>Service Level Declaration Form</i>.</p> <p>c. The Fire Chief and Mayor / Reeve sign and date the <i>Service Level Declaration Form</i>.</p>
Step 5	Service Level Declaration Form is submitted to the Saskatchewan Public Safety Agency (SPSA).	All forms are scanned and emailed to <a href="mailto:spsa@gov.sk.ca">spsa@gov.sk.ca</a> .

## Five Steps for a FIRE ASSOCIATION to submit a *Service Level Declaration Form*

Steps	Activity	Action Item(s)
<b>Step 1</b>	Each association's fire chief reviews the <i>Minimum Standards</i> document.	Association fire chiefs agree on the preferred level of service for the association and arranges the date and time for each fire chief to speak to their individual local authority.
<b>Step 2</b>	Fire chief and Council meet to discuss proposed service level.	Fire chief and the local authority discuss proposed service level, the implications to their current service delivery, equipment, and training requirements, etc.  More than one meeting may be required for the two to come to consensus on the appropriate level of service.
<b>Step 3</b>	Checklist is completed.	<ul style="list-style-type: none"> <li>a. Each fire chief completes the checklist of all the resources within the association and identify any outstanding items.</li> <li>b. Council and the fire chief use the <b><i>Service Level Declaration Form</i></b> found in Appendix E to identify financial impacts and the timeline needed for compliance with the chosen service level.</li> </ul>
<b>Step 4</b>	All forms are completed and approved.	Based on outgoing discussions between the fire chief and the local authority regarding decisions made in Step 3, fire chiefs in the Association: <ul style="list-style-type: none"> <li>a. Select compliance level on the <i>Service Level Declaration Form</i> to indicate the current state of service level.</li> <li>b. Document any deficiencies noted from the service level checklist into the <i>Service Level Declaration Form</i>.</li> <li>c. Leave the signatures and dates on the <b><i>Service Level Declaration Form</i></b> BLANK and fill out the <b><i>Fire Association Declaration: Member Agreement</i></b> form found in Appendix E.</li> </ul>
<b>Step 5</b>	Forms submitted to the Saskatchewan Public Safety Agency (SPSA).	All forms are scanned and emailed to <a href="mailto:spsa@gov.sk.ca">spsa@gov.sk.ca</a> .

# Appendix E

## Service Level Declaration Forms

If more space is required in the compliance table, print and use the page again. Signatures are required on ALL pages. Email the completed form(s) to: [spsa@gov.sk.ca](mailto:spsa@gov.sk.ca).

### **Forms include:**

- Service Level Declaration Form
- Pending Compliance Plan to Achieve Complete Service Level
- Fire Association Declaration: Member Agreement

# Service Level Declaration Form

Local Authority's Name: \_\_\_\_\_

## Participation

Choose one:  Participating  Not participating - signatures are still required below.

## Service Level

Choose one:  Defensive  Defensive + Wildland/Grassland  
 Offensive  Offensive + Wildland/Grassland  
 Full-Operations  Full-Operations + Wildland/Grassland  
 Wildland/Grassland Only

## Compliance Level

Choose one:  Fully Compliant - no outstanding items  
 Pending Compliance - outstanding item(s) listed in the table below

Expected Full Compliance Date: \_\_\_\_\_

## Pending Compliance Plan to Achieve Complete Service Level

Checklist Line #	Description of Planned Work	Estimated Budget	Estimated Compliance Date

Fire Chief Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

