



**SEA
HAWK**

PERFORMANCE
CONSULTING

SEA HAWK EVALTOOL



SEA HAWK is excited to announce the development of a standardized Evaluation Tool for the fire service in Canada.

The fire service is facing more challenges than ever before, policies, training demands, OH&S, HR requirements, recruitment, budgets, maintenance, and infrastructure. Our team of experienced fire service leaders are here to help.

The **SEA HAWK** PERFORMANCE Evaluation Tool leaves Cities, Municipalities and First Nations with an actual roadmap and framework to identify what they are doing right, and where there is some room for improvement. The fire service, administration, and councils can then work together with **SEA HAWK** to find solutions to their challenges, based on individual provincial requirements, recommendations and best practices.

You can feel confident you will be receiving the best options for your fire service. Industry leaders in fire service Administration, Operations, Health & Safety, Training, and Infrastructure have been brought under one roof to provide you with the best possible solutions to your fire service challenges.



How Did The **EVAL**TOOL Come About?



SEA HAWK recognized that Fire Departments across Canada were struggling in many areas. We recognized that most Fire Departments we talked to were doing a great job “Operationally” for their Communities and most of them also had a fairly decent Training Plan in place for their Firefighters.

The area where almost everyone was struggling was their Administration, Health & Safety and their Infrastructure. When we dug into this, the most common response we received from the Fire Chiefs and Officers was that they simply did not know where to start with regards to fixing these challenges.

With this information, the direction for the Evaluation Tool became very clear, build a Fire Dept Minimum Standards Evaluation. The Evaluation Tool would need to give Communities, Municipalities and First Nations an actual roadmap and framework to identify what their Fire Depts are doing well and where there might be some room for improvement. Pretty easy right? Well, 1700 hours later, after searching to the bottom of hundreds of rabbit holes, we are excited to say, we have completed the Evaluation Tool.

We are also excited to announce that the Pilot Project was successful completed for the Carman Dufferin Fire Dept in December 2019.

What Are The Components Of The **EVAL**TOOL?

The Evaluation Tool looks at the five (5) categories that make up every Fire Department in Canada

1: ADMINISTRATION

2: OPERATIONS

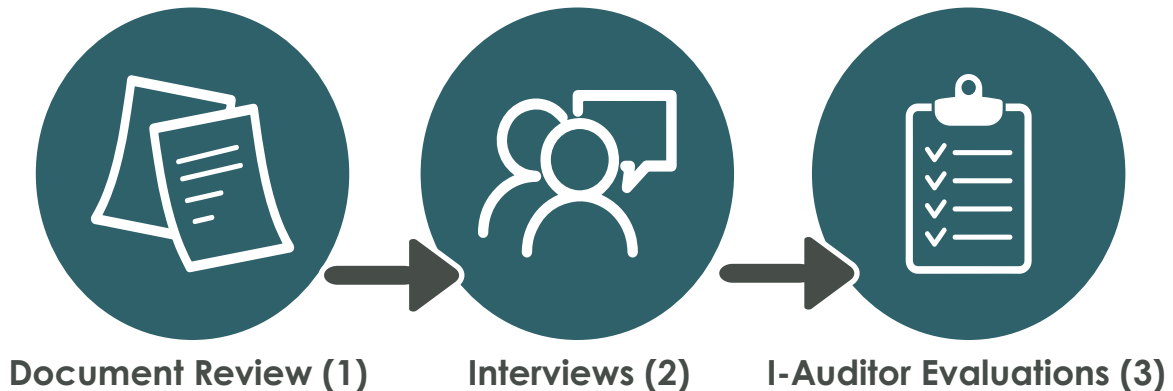
3: HEALTH & SAFETY

4: TRAINING

5: INFRASTRUCTURE (APPARATUS/FIREHALL/EQUIPMENT)

How Do We Complete The **EVAL**TOOL?

Our **SEA HAWK** Evaluators will dig into the five (5) categories of your Fire Department. This is done through three (3) different processes.



In each of the three (3) processes, the Evaluation Tool applies the information that is collected against the following bench marks:

- Best Practices – based on Canadian fire service information, examples, ideas
 - implemented if required by fire service staff
- Recommendations – based on NFPA, IFSTA
 - considered by all levels
 - implemented if decided
- Requirements (Laws)
 - based on Occupational Health & Safety, Dept of Transportation, MGA standards, laws, requirements, codes
 - implemented by all levels
 - non-negotiable minimum levels



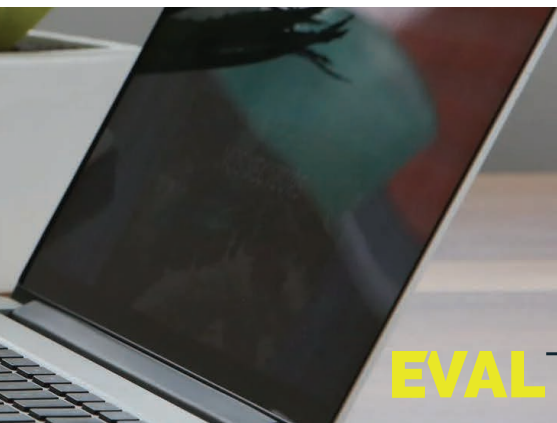


Document Review (1)

First off, we do a full Document Review of all your Fire Dept paperwork. From the Fire Dept Bylaw, to the Health & Safety Policies, to the Equipment Checklists.

All the documents and paperwork that are used on a daily, monthly and annual basis for each of the five (5) Fire Dept Categories is evaluated against Best Practices, Recommendations and Requirements (Laws). Some examples of documents that are reviewed are listed below:

- Fire Service Bylaw(s)
- Fire Service – Levels of Service document
- Fire Service Policies
- Fire Service SOG's (SOP's, Procedures)
- Fire Service organizational chart
- Mutual aid/automatic aid/911/dispatch agreements
- Health and Safety Policy
- Health and Safety Manual
- Health and Safety reporting documents
- Current list of fire service staff and contact information
- Current list of apparatus
- Maintenance and testing documents
- Call out sheets, multi year stats (members attending, types of calls, locations)
- Training documents and plans
- Lesson plans
- Training schedule
- Operational and capital budgets
- Fire Service database
- Fire prevention inspections / investigations / prevention program
- Area of responsibility map / fire service site layout map
- Fire service inventory





Interviews (2)

Next, we set up interviews with a percentage of your firefighters, fire officers, fire chief and the administration. During these interviews we will ask predetermined questions that are relevant at each level. These answers give us insight into the Fire Dept Communication, Firefighter Understanding and Fire Dept Procedures that are used within your Fire Service.



I-Auditor Evaluations (3)

Lastly, we perform evaluations on key Fire Dept components using our newly developed I-Auditor Program. Each of the items listed below is compared against Levels of Service, Policies, Standard Operating Guidelines, Staffing and Infrastructure.

- Apparatus Evaluation
- Fire Hall / Training Center Evaluation
- Fire Equipment Evaluation
- Community Hazard Evaluation

The Evaluation Tool uses the data collected and the interviews to assist the Fire Service by providing a road map which outlines minimum requirements for their area, province, territory or first nation community. This framework helps the fire service know what they are doing well and what they should continue to do. It also identifies areas that require improvement and opens discussions about recommendations for future consideration.



What Are The Deliverables?

The conclusion of the Eval Tool will include the following deliverables. These deliverables are sent to the Fire Chief and the CAO. If requested, the **SEA HAWK** Team will attend a Council Meeting with the Fire Chief and CAO and present the Executive Summary to Council and answer any questions.

- Executive Summary
- Fire Service Vision
- Community Hazard Assessment
- Evaluation Tool Report – For each of the (5) five categories, all of the requirements, recommendations, and best practices will be clearly listed.
- Action Plan- “backup” documentation for all “requirements” that are listed for each of (5) five categories. (ie, OH&S regulations, DOT regulations)
- All Assessment Reports for the apparatus, equipment, firehalls and training centers
- Summary of all interviews
- Level of Service Document
- Sample Documents

All of this represents “The Plan” and a path forward for your Fire Service.

Who Does The Evaluation?

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Thank you for your interest in the SEA HAWK EVALTOOL. Please reach out to Jamie or Ben if you have any questions.



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