



Yamhill Fire Protection District  
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*Serving the people of the Yamhill Fire Protection District since 1896*

## Appendix 747-C

# FIREFIGHTER / EMS

# PERFORMANCE EVALUATION REVIEW

*Name* \_\_\_\_\_

*Position* \_\_\_\_\_

*Evaluation Period: From* \_\_\_\_\_ *to* \_\_\_\_\_

*Evaluation Type:*

\_\_\_ *Probation*

\_\_\_ *Merit Review*

\_\_\_ *Annual*

\_\_\_ *Other*

## **Confidential Document:**

This is a confidential Document intended for Yamhill Fire Protection District Directors to use as a tool to evaluate the Fire Chief. Any unauthorized viewing, use or distribution is strictly forbidden. This document is exempt from public record according to ORS 192.660 (1) (i).

## PERFORMANCE LEVEL:

- 4 Far Exceeds Standards (FES) – Work performance is superior and far exceeds job requirements on a consistent basis.
- 3 Exceeds Standards (ES) – Work performance often exceeds job requirements. Employee has exceptional job skills, demonstrates the ability to handle all aspects of the position with little or no direct supervision, and offers suggestions to improve specific operations.
- 2 Meets Standards (MS) – Work performance meets job requirements in an acceptable and expected manner. Some improvements in various areas may be occasionally needed. Employee has a firm grasp of job duties and responsibilities and can be relied on to carry them out accurately with minimal supervision.
- 1 Does not Meet Standards (DNMS) – Work performance does not meet job requirements and definite improvement is needed. Employee does not have a firm grasp of the position, accomplishments are less than expected or job demands, productivity suffers from poor attendance, etc. A specific plan for the employee to improve performance by a specific date is recommended.
- 0 Does not apply (NA) – Not applicable to this person in their current job position.

## INSTRUCTIONS:

Place the appropriate symbol indicating the performance level most applicable for the factor being rated. Only rate those factors that apply or have been observed. Comments or examples are encouraged for justification of ratings.

SECTION 1:

PERFORMANCE OF FIRE FIGHTING, MEDICAL AID, AND FIRE PREVENTION  
ACTIVIITES.

TASK	Supv	Empl
Pumps, Ladders and auxiliary equipment are operated as prescribed		
Demonstrates proper judgment in the performance of Engine Company operations		
Demonstrates proper judgment in the performance of Truck Company operations		
Demonstrates working knowledge of Medical Aid procedures		
Follows accepted protocol for medical aid and rescue activities		
Demonstrates working knowledge of fire prevention codes and ordinances		
Participates in fire prevention activities; Inspections, Public Education, etc		
Performs prescribed duties without close supervision		
Complies with instructions of team leader in emergencies		
Overall rating for Section 1		

**Comments or examples to support your evaluation:**

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Legend:

4 = Far Exceeds

2 = Meets Standards

3 = Exceeds Standards

1 = Does Not Meet Standard

0 = Not Applicable

SECTION 2:

APPLICATION OF SAFETY PROCEDURES

TASK	Supv	Empl
Activities are performed properly in a safe, conscientious manner		
Wears safety clothing properly and maintains personal safety equipment in good order		
Wears safety belts while riding in District owned vehicles		
Maintains composure and unwarranted actions are avoided during emergency activities		
Overall rating for Section 2		

**Comments or examples to support your evaluation:**

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Legend:

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SECTION 3:

MAINTENANCE AND CARE OF DISTRICT OWNED VEHICLES,  
EQUIPMENT AND STRUCTURES

TASK	Supv	Empl
Station duties performed according to instructions		
Performs required Daily/Weekly apparatus and equipment maintenance		
Performs required Daily/Weekly apparatus and equipment checks		
Performs required Daily/Weekly station house keeping tasks		
Performs required Daily/Weekly/ EMS kit checks		
Performs required Monthly EMS inventory report		
Equipment is kept in proper location and is not lost or damaged through carelessness		
Equipment wear, malfunctions, or damages are identified and reported		
Overall rating for Section 3		

**Comments or examples to support your evaluation:**

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Legend:

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SECTION 4:

HUMAN RELATIONS

TASK	Supv	Empl
Demonstrates the ability to interact with individuals without eliciting negative or hurt feelings		
Demonstrates an awareness of the needs and feelings of other individuals		
Demonstrates the ability to make appropriate statements or behave in a manner that minimizes possible hostilities		
Answers questions diplomatically and avoids excessive argumentations		
Maintains open and approachable manner		
Is open minded and able to separate personal feelings from issues at hand		
Overall rating for Section 4		

**Comments or examples to support your evaluation:**

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SECTION 5:

CONFORMANCE TO WORK SCHEDULES, ASSIGNMENTS AND INSTRUCTIONS

TASK	Supv	Empl
Assignments are accepted without complaint and completed as instructed, on schedule		
Coordinates with others to increase efficiency and completion of assignment		
Work is performed neatly, accurately and thoroughly		
Unassigned time while on duty is utilized effectively		
Work does not have to be performed under close supervision		
Overall rating for Section 5		

**Comments or examples to support your evaluation:**

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SECTION 6:

PARTICIPATION IN STUDY AND TRAINING PROCEDURES

TASK	Supv	Empl
Participates in training discussions and reads assigned study materials		
Fire Fighting procedures and techniques are correctly performed at designated training areas		
Displays willingness to learn new methods, techniques, or assume greater responsibilities		
Overall rating for Section 6		

**Comments or examples to support your evaluation:**

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SECTION 8:

CONFORMANCE WITH DEPARTMENTAL POLICIES, RULES  
AND REGULATIONS

TASK	Supv	Empl
Sick leave, tardiness and exchanges of time are not abused		
Policies, rules, regulations and standard operating procedures are followed as prescribed by the supervisor		
Attention to duty and cooperative attitude is displayed		
Appearance meets departmental specifications for grooming and dress		
Overall rating for Section 8		

**Comments or examples to support your evaluation:**

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SECTION 9:

COMMUNICATIONS (VERBAL)

TASK	Supv	Empl
Speaks in a clear and understandable manner so listener grasps message		
Utilizes proper protocol when operating district radios or answering district telephones		
Demonstrates the ability to convey an idea or directive accurately, briefly, and clearly		
Nonverbal communications and actions are congruent with verbal message		
Overall rating for Section 9		

**Comments or examples to support your evaluation:**

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SECTION 10:

COMMUNICATIONS (WRITTEN)

TASK	Supv	Empl
Work is performed neatly, accurately and thoroughly		
Information conveyed in writing is clear and concise		
Record keeping is completed in a timely manner		
Overall rating for Section 10		

**Comments or examples to support your evaluation:**

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Legend:

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3 = Exceeds Standards

1 = Does Not Meet Standard

SECTION 11:

PERFROMANCE OF DRIVER DUTIES AND RESPONSIBILITIES

TASK	Supv	Empl
Displays good knowledge of first-in area, streets, and target hazard locations		
District Apparatus is effectively and safely operated without close supervision		
Good driving and operating practices are exercised for emergency and routine responses		
Overall rating for Section 11		

**Comments or examples to support your evaluation:**

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EMPLOYEE SAFETY/TRAINING CHECKLIST:

Have the employee answer the questions below. If the employee answers any question "NO", take the appropriate corrective action and note that action in the space provided.

1. I am familiar with and/or have access to all applicable District Policies, Procedures, and SOG's.

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If no, please explain \_\_\_\_\_  
\_\_\_\_\_

Corrective action taken \_\_\_\_\_  
\_\_\_\_\_

2. I am aware of how, when, and where to report work-related injuries/illness and accidents.

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If no, please explain \_\_\_\_\_  
\_\_\_\_\_

Corrective action taken \_\_\_\_\_  
\_\_\_\_\_

3. I have been issued the proper personal protective clothing and equipment necessary to perform my assigned duties.

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If no, please explain \_\_\_\_\_  
\_\_\_\_\_

Corrective action taken \_\_\_\_\_  
\_\_\_\_\_

4. I have been trained in the safe and proper use and operation of the tools and equipment in order to perform my current assigned duties.

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If no, please explain \_\_\_\_\_  
\_\_\_\_\_

Corrective action taken \_\_\_\_\_  
\_\_\_\_\_

