

Village of Palmyra

Fire Chief – Performance Evaluation Form

Employee Name: _____

Evaluation Period: _____

Evaluator Name/Title: _____

Date of Evaluation: _____

Instructions:

For each category, rate performance using the following scale:

5 – Excellent

4 – Above Expectations

3 - Meets Expectations

2 – Needs Improvement

1 – Unsatisfactory

N/A – Not applicable or Observed

Provide comments for any ratings of 3 or below and use the comment boxes for examples, strengths, and areas for improvement.

Section 1: Leadership & Department Management (Rate 1–5)

Criteria	Rating (1–5)
1.Provides strong leadership to the Fire/EMS team	
2.Develops and enforces department policies & procedures	
3.Ensures the department operates with professionalism & integrity	
4.Sets clear goals and expectations for Fire/EMS team	

COMMENTS AND REASONINGS BEHIND RATINGS

Criteria

Rating (1–5)

Section 2: Emergency Response & Incident Management

Criteria

Rating (1–5)

- 1. Effectively manages fire, rescue, and EMS incidents**
- 2. Demonstrates sound decision-making under pressure**
- 3. Ensures adequate coverage and response time for calls**
- 4. Coordinates mutual aid when necessary**

COMMENTS AND REASONINGS BEHIND RATINGS

Section 3: Training, Readiness & Personnel Development

Criteria

Rating (1–5)

- 1. Oversees training programs for Fire/EMS**
- 2. Ensures personnel meet certification and continuing education requirements**
- 3. Fosters leadership development within the department**
- 4. Promotes safety, readiness, and professionalism**

COMMENTS AND REASONINGS BEHIND RATINGS

Criteria

Rating (1–5)

Section 4: Budgeting & Resource Management

Criteria

Rating (1–5)

- 1.Pre pares and manages the department budget effectively**
- 2.Maintains and oversees the use of equipment and vehicles**
- 3.Pursues grants or funding opportunities where possible**
- 4.Communicates budget needs with village officials to support safety and operational readiness**

COMMENTS AND REASONINGS BEHIND RATINGS

Section 5: Communication & Collaboration

Criteria

Rating (1–5)

- 1.Maintains open and effective communication with staff**
- 2.Keeps village officials informed of department activities/issues**

Criteria

Rating (1–5)

3.Communicates clearly with the public when necessary

4.Collaborates with other departments and emergency agencies when needed

COMMENTS AND REASONINGS BEHIND RATINGS

Section 6: Community Engagement & Public Education

Criteria

Rating 1-5

1.Participates in or leads public education and outreach events

2.Promotes fire prevention and safety aware in the community

3.Builds positive relationships with residents and community leaders

4.Maintains public trust in the department

COMMENTS AND REASONINGS BEHIND RATINGS

Section 7: Compliance & Risk Management

Criteria

Rating 1-5

1.Ensures department complies with federal, state, and local regulations

2.Keeps accurate incident reports and administrative records

3.Promotes a culture of safety and accountability

4.Conducts after-action reviews and implements improvements

COMMENTS AND REASONINGS BEHIND RATINGS

Section 7: Past Goals Review

List goals set during the last evaluation and progress made:

- **Goal 1:**
- **Goal 2:**
- **Goal 3:**

Progress Comments:

Section 8: New Goals for Upcoming Evaluation Period

- Goal 1:
- Goal 2:
- Goal 3:

Additional Goal Information:

Overall Evaluation Summary

Evaluator Comments:

(Summarize strengths, improvement areas, leadership effectiveness, and community impact.)

Final Rating

- ☐ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Needs Improvement
- ☐ Unsatisfactory

Signatures

Evaluator Signature: _____ **Date:** _____

Fire Chief Signature: _____ **Date:** _____

(Signature confirms the evaluation was reviewed and discussed, not necessarily agreed upon.)

Any Additional Comments may be added here. Please highlight which section or goals you are commenting on if you need more comment space: