



BC Wildfire Service

## UNIT CREW PERFORMANCE EVALUATION

**INSTRUCTIONS:** See reverse side for completion instructions.

<b>Crew Name:</b>	<b>Fire Number:</b>	<b>Fire Classification:</b>	<b>Crew Supervisor:</b>
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<b>Work Address:</b>	<b>Fire Location:</b>				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Home Zone</td> <td style="width: 50%;"><input type="checkbox"/> Home Fire Centre</td> </tr> <tr> <td><input type="checkbox"/> Out of Centre</td> <td><input type="checkbox"/> Out of Province</td> </tr> </table>	<input type="checkbox"/> Home Zone	<input type="checkbox"/> Home Fire Centre	<input type="checkbox"/> Out of Centre	<input type="checkbox"/> Out of Province
<input type="checkbox"/> Home Zone	<input type="checkbox"/> Home Fire Centre				
<input type="checkbox"/> Out of Centre	<input type="checkbox"/> Out of Province				

<b>Dates on Fire:</b>			yyyy	mm	dd				yyyy	mm	dd
<b>From:</b>						<b>To:</b>					

**Number of days at following stages:** \_\_\_\_\_ Initial attack \_\_\_\_\_ Sustained action \_\_\_\_\_ Mop Up \_\_\_\_\_ Patrol

**1. Did the crew arrive properly equipped and in a timely fashion?** Yes: \_\_\_\_\_ No: \_\_\_\_\_

**2. Was the crew prepared and organized to work on a daily basis?** Yes: \_\_\_\_\_ No: \_\_\_\_\_

### 3. CREW EVALUATION:

Rating Factors (see reverse for descriptors)	Score 1-10	Comments:
1) Productivity/Ability to Meet Objectives		
2) Fire line Skill		
3) Falling/Chainsaw Practices and DTA		
4) General Safety		
5) Professionalism		
6) Leadership		
7) Crew's Physical Fitness		
8) Communications		
9) Finance and Admin		
10) Off Line Conduct		

**4. General Comments / Incidents of Note:**

<b>5. Crew Rating Out of 100:</b> (see reverse for criteria)	<b>/100</b>
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FIRELINE SUPERVISOR		CREW SUPERVISOR	
NAME	WORK PHONE NO.	COMMENTS:	
ADDRESS	SUPERVISOR'S POSITION		
SIGNATURE	DATE SIGNED (yyyy/mm/dd)	SIGNATURE	DATE SIGNED (yyyy/mm/dd)

*Original – PWCC Operations (See backside bottom for distribution)      Pink – Crew Supervisor Copy*

## INSTRUCTIONS

This form is to be filled out by the Crew's direct fire line supervisor, but can also be filled out by other qualified individuals such as ZWCOs or agency representatives who have had an opportunity to evaluate the crew's actions.

The intent of this form is to provide feedback to crews regarding their performance to sustain good work practices, and correct weaknesses. It should not be used to address immediate safety concerns, ongoing performance issues, or as a disciplinary tool.

1. **Crew arrival:** Crews are expected to arrive with, at minimum, PPE, squad bags, saws, fuel, drinking water, and 72 hour packs as per the *Standards for Weighing British Columbia Forest Service Fire Crews*. If NO, describe in general comments section below.

2. **Crew preparedness:** If NO describe in general comments section below.

3. **Crew evaluation:** Provide an assessment of the factors below. **Justify ratings with comments.**

Use the following to score the ratings:

**8-10:** Crew consistently works to the highest standard. Work is a model of what can be done. Reserved for the most exemplary of crews.

**5-7:** Meets the requirements of the job. Work is done as well as most others. If issues exist they are minor in nature and do not detract from overall performance.

**0-4:** Less than expected, inconsistent. Examples of weak work that detracts from overall performance.

- 1) **Productivity/Ability to Meet Objectives:** Crews are expected to have a high work rate no matter the task and meet all of their daily objectives. Compared to other crews, how was the productivity? Did they regularly complete all of their daily assignments?
- 2) **Fire line Skills:** Type I crews are expected to be proficient in all fire line tasks including, but not limited to, fire assessment, planning, working with aircraft, working with heavy equipment, guard construction, fuel free construction, burn off, mop up and patrol. Did the crew display an adequate level of fire line skill?
- 3) **Falling/Chainsaw Practices and DTA:** Crews are expected to operate in accordance with the Safe Work procedure for chainsaw operations and provide for supervision of chainsaw activities. Chainsaw operations need to be conducted by certified individuals and certifications must be carried at all times. Did the crew display good falling and chainsaw practices? Were all danger trees identified and dealt with?
- 4) **General Safety:** Crews are expected to maintain and promote a culture of safety and adhere to all safe work practices and directives. Did the crew demonstrate safe work practices?
- 5) **Professionalism.** Crews are expected to act in a professional manner. This includes interactions with the public, other staff and other crews, as well as punctuality, appearance, and work habits. Did the crew display an adequate level of professionalism?
- 6) **Leadership.** Supervisors and crew leaders are expected to provide purpose, direction, supervision, and coordination. Did supervisory staff meet this expectation?
- 7) **Crew's Physical Fitness.** Crews are expected to be physically fit for the rigours of firefighting. Did the crew display an adequate level of fitness for the assigned task?
- 8) **Communications.** Crews are expected to be proficient in communication through a variety of methods. Did the crew display adequate and appropriate communications and communication techniques?
- 9) **Finance and Admin:** Crews are expected to complete paperwork and administrative functions correctly and in a timely fashion. Finance and administrative functions may include FS60s, DEC's, OT diaries, fire reports, GPS datum, and photos
- 10) **Off Line Conduct.** Crews are expected to adhere to the *Public Service Standards of Conduct* and be cognizant of the fact that they are perceived as representing the Wildfire Management Branch even while off the fire line. Did the crew display appropriate off line conduct?

4. **General Comments/Incidents of Note:** The purpose of the comments section is to ensure that all fireline operations are done in a safe and effective manner. Wherever possible, shortfalls or concerns should be addressed immediately at the time they are identified. Any documentation in the comments section should address how they were corrected on site, or include a comment on how to address them in the immediate future and be followed up with the supervisor or the employees who are involved to ensure that prompt and appropriate follow up action is taken to rectify any identified issues.

5. **Crew Rating Out of 100:** Total the scores given for each Rating Factor to a maximum of 100. If some categories are not rated, add up the scores given and divide by the number of categories rated. Apply this number to the unrated sections.

**85-100. Exceeds Expectations:** Crew consistently works to the highest standard. Work is a model of what can be done. Reserved for the most exemplary of crews.

**60-84. Satisfactory:** Meets the requirements of the job. Work is adequate for effective performance. If issues exist they are minor in nature and do not detract from overall performance.

**0-59. Needs Improvement:** Less than expected, inconsistent. Examples of weak work that detracts from overall performance.

*Original –PWCC Copy (see below for distribution)    Pink – Crew Supervisor Copy*

*The person completing the form submits the original to:*

*PWCC Operations - 3080 Airport Road, Kamloops BC, V2B 7X2*

*Via two methods:*

*Scan and email to [prov.fire@gov.bc.ca](mailto:prov.fire@gov.bc.ca) with the subject line stating: "Unit Crew Evaluation"*

*OR*

*in an FS1386 – Performance Evaluation Envelope*