

**FIRE CREW MEMBER  
Training Needs Assessment Evaluation Form**

**Personal/Position Information**

Name: \_\_\_\_\_

Period Covered: \_\_\_\_\_

Position: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Title: \_\_\_\_\_

Position Start Date: \_\_\_\_\_

Community: \_\_\_\_\_

Region: \_\_\_\_\_

# FIRE CREW MEMBER Training Needs Assessment Evaluation Form

**Instructions:**

The information contained in this evaluation is strictly confidential. The supervisor will meet with the employee to review the employee's performance and complete the Community Government Performance Evaluation Form. Input from the employee is critical. The employee will have an opportunity to make comments concerning the review in the employee comments section of this form. The information will be used to develop an individual training plan for the employee as well as a training plan for the community.

The employee will be rated as follows for each competency (P):

Each competency is to be rated as follows (S):

- 1 – Needs significant improvement – employee is unable to complete the task or perform the function in a satisfactory manner even though assistance is routinely provided
- 2 – Needs improvement - employee can complete the task or perform the function with considerable assistance
- 3 – Satisfactory – employees can complete the task or perform the function in a satisfactory manner with little or no assistance
- 4 – Very good – employee consistently completes the task or performs the function in an above average manner with little or no assistance
- 5 – Outstanding – employee consistently completes the task or performs the function at a very high level with little or no assistance

- 1 – Competency has little significant to the position
- 2 – Competency has minor significance to the position
- 3 – Competency is important to the position
- 4 – Competency has major significance to the position
- 5 – Competency is critical to the effective performance of the position

For more information on how to complete this review please contact the Regional Office of the Department of Municipal and Community Affairs or the MACA School of Community Government.

# FIRE CREW MEMBER

## Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill														
<b>Fire Fighting</b>	<b>Conduct initial fire fighting</b>	Anticipate fire crew needs	Anticipate equipment and supplies required	Travel to the fire as quickly as possible by aircraft, vehicle, boat or on foot	Fight the fire using appropriate tools	Use pulaskies	Use hand pumps									
		P	S	5	P	S	5	P	S	5	P	S	5	P	S	5
		Use shovels	Use power pumps	Use chainsaws	Use burn-out equipment such as drip torches and fuses	Liaise with the Bird Dog Officer to maintain safe and efficient action	Establish and maintain radio contacts with appropriate fire center									
		P	S	5	P	S	5	P	S	5	P	S	5	P	S	5
		Provide advice on fire weather to crew members	Maintain time and commissary records	Monitor fireline practices to ensure safety procedures are observed	Inspect equipment to ensure it is in good condition and properly used	Maintain order in the camp	Supervise camp and clean up at abandonment									
		P	S	5	P	S	5	P	S	5	P	S	5	P	S	5
	<b>Maintain fire fighting equipment</b>	Test, maintain and repair fire fighting equipment	Inspect equipment in the field to ensure it is receiving scheduled maintenance	Carry out preventative maintenance to power operated equipment such as pumps and chainsaws	Supervise the cleaning, repair and maintenance of equipment before it is returned to Central Stores	Prepackage equipment and supplies and place marks of identification	Identify faulty equipment									
		P	S	5	P	S	5	P	S	5	P	S	5	P	S	5

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Major Category	Skill	Subskill	Subskill	Subskill	Subskill	Subskill	Subskill																		
<b>Fire Fighting</b>	<b>Maintain fire fighting equipment</b>	Mix gasoline and oil for power pumps and chainsaws	Sharpen fire tools such as axes, Pulaski and shovels	Replace broken handles on axes, pulaskies and shovels	Wash, test and roll the fire hose	Test power pumps																			
		P		S	5	P		S	5	P		S	5	P		S	5	P		S	5				
<b>Supervise crews on larger fire</b>	<b>Supervise crews on larger fire</b>	Outline crew responsibilities, safety and work standards and method of attack	Keep written records of crew activities including hours worked	Ensure crew is properly equipped and supplied	Alert the crew of possible safety hazards	Adjust the work plan to meet unanticipated events such as wind shifts	Maintain contact with the Fire Boss																		
		P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5
<b>Participate in fire training programs</b>	<b>Participate in fire training programs</b>	Attend lectures on fire fighting	Practice fire suppression methods	Learn about two-way radios	Learn about fire safety	Learn about the use of fire weather instruments																			
		P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5
<b>Fire Programs</b>	<b>Participate in the forest fire detection program</b>	Operate vehicles over designated patrol routes	Make scheduled aircraft patrols as an observer	Maintain radio communication with headquarters and base camp	Keep records of patrols completed	Maintain information concerning condition of forest, weather, roads and water resources																			
		P		S	4	P		S	4	P		S	4	P		S	4	P		S	4				

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## Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill												
<b>Fire Programs</b>	<b>Perform administrative duties</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Take weather observations for calculating fire hazards</td> <td style="width: 16.6%;">Prepare wildfire reports</td> <td style="width: 16.6%;">Prepare fire maps</td> <td style="width: 16.6%;">Post forest fire danger warnings</td> <td style="width: 16.6%;">Maintain a daily diary</td> <td style="width: 16.6%;">Maintain vehicle diaries</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> </tr> </table>	Take weather observations for calculating fire hazards	Prepare wildfire reports	Prepare fire maps	Post forest fire danger warnings	Maintain a daily diary	Maintain vehicle diaries	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3
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	<b>Promote fire safety</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Provide information to community members on fire safety</td> <td style="width: 16.6%;">Provide information to businesses and organizations on fire safety</td> <td style="width: 16.6%;">Provide information to school groups and other organizations</td> <td style="width: 16.6%;">Make presentations on fire safety</td> <td style="width: 16.6%;">Implement fire prevention education and awareness programs</td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> </tr> </table>	Provide information to community members on fire safety	Provide information to businesses and organizations on fire safety	Provide information to school groups and other organizations	Make presentations on fire safety	Implement fire prevention education and awareness programs		P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	
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<b>Maintain Workplace Safety</b>	<b>Practice workplace health and safety</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Adhere to occupational health and safety regulations</td> <td style="width: 16.6%;">Assess workplace hazards</td> <td style="width: 16.6%;">Maintain CPR and First Aid certification</td> <td style="width: 16.6%;">Maintain minimum housekeeping standards</td> <td style="width: 16.6%;">Safely store chemicals</td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> </tr> </table>	Adhere to occupational health and safety regulations	Assess workplace hazards	Maintain CPR and First Aid certification	Maintain minimum housekeeping standards	Safely store chemicals		P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	
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	<b>Practice technical skills</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Ability to read manuals and instructions</td> <td style="width: 16.6%;">Ability to complete basic reports</td> <td style="width: 16.6%;">Ability to deal with severe weather conditions</td> <td></td> <td></td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td></td> <td></td> <td></td> </tr> </table>	Ability to read manuals and instructions	Ability to complete basic reports	Ability to deal with severe weather conditions				P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5			
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<b>Communication</b>	<b>Use effective communication</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Read and comprehend business documents</td> <td style="width: 16.6%;">Write clearly and concisely</td> <td style="width: 16.6%;">Practice listening skills</td> <td style="width: 16.6%;">Speak effectively</td> <td style="width: 16.6%;">Make presentations</td> <td style="width: 16.6%;">Demonstrate negotiation skills</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> </tr> </table>	Read and comprehend business documents	Write clearly and concisely	Practice listening skills	Speak effectively	Make presentations	Demonstrate negotiation skills	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 3
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<b>Professionalism</b>	<b>Demonstrate good work habits</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Manage stress</td> <td style="width: 16.6%;">Take direction</td> <td style="width: 16.6%;">Be self-motivated</td> <td style="width: 16.6%;">Be depended-able</td> <td style="width: 16.6%;">Maintain confidentiality</td> <td style="width: 16.6%;">Make effective decisions</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table>	Manage stress	Take direction	Be self-motivated	Be depended-able	Maintain confidentiality	Make effective decisions	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4
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<b>Demonstrate positive personal attributes and ethical behaviour</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Accept change</td> <td style="width: 16.6%;">Adapt to situations</td> <td style="width: 16.6%;">Compromise</td> <td style="width: 16.6%;">Separate personal and professional life</td> <td style="width: 16.6%;">Take training</td> <td style="width: 16.6%;">Be patient</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> </tr> </table>	Accept change	Adapt to situations	Compromise	Separate personal and professional life	Take training	Be patient	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	
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<b>Respect self and others</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Display tact</td> <td style="width: 16.6%;">Cooperate with others</td> <td style="width: 16.6%;">Respond positively to others</td> <td style="width: 16.6%;">Be courteous</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> <td></td> </tr> </table>	Display tact	Cooperate with others	Respond positively to others	Be courteous			P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4			
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**FIRE CREW MEMBER  
Training Needs Assessment Evaluation Form**

**Comments:**

1. Supervisor's Comments

2. Expectations For The Coming Year/Workplan



**FIRE CREW MEMBER  
Training Needs Assessment Evaluation Form**

3. Employee Goals And Objectives

4. Career Goals

# FIRE CREW MEMBER Training Needs Assessment Evaluation Form

5. Recommended Training

6. Employee Comments

Employee:	Supervisor:
Title:	Title:
Signature:	Signature:
Date:	Date: