

CITY OF AUSTIN

CHECK NO.

515139

DEPARTMENT	CHECK DATE
D10010	06/22/06

AUSTIN, TEXAS

PAY TO THE ORDER OF - MICHAEL W MARTINEZ
PAY EXACTLY

\$*****22016.46***
AMOUNT

VOID IF NOT CASHED WITHIN 6 MONTHS

JP Morgan Chase

JP MORGAN CHASE BANK
Main Office
712 MAIN AT RUSK
HOUSTON, TEXAS 77002

⑈515139⑈ ⑆111001150⑆ ⑈09900076724⑈

STATEMENT OF EARNINGS AND DEDUCTIONS - DETACH AND RETAIN

EMPLOYEE NAME	DEPT.	SOC - SEC - NO.	RATE	ENDING DATE
Please call Tanya at 4-2502				

STATEMENT OF EARNINGS AND DEDUCTIONS - DETACH AND RETAIN				CK#	515139
EMPLOYEE NAME	DEPT.	SOC - SEC - NO.	RATE	ENDING DATE	
MICHAEL W MARTINEZ	D10010		\$22.090	6/24/2006	
FINAL CHECK					
.70 UNITS OF BIL @\$69.23			\$48.46		
76.75 ABL HRS			\$1,695.41		
210.75 FTV HRS			\$4,655.47	126 FTE	\$2,783.34
958.5 FTS HRS			\$21,173.27		
WORKERS COMP					
			\$0.00		
GROSS			\$30,355.95		
W/H			\$7,295.30		
OASDI			\$0.00		
MEDICARE			\$438.93		
RETIREMENT			\$367.62		
NET			\$22,016.46		

June 20, 2006
Date

Assistant City Manager
Austin, Texas

Effective June 20, 2006 at 4:45 pm, I have
resigned from the City of Austin, Fire Department after 13 years
8 months of service. The Department waives the ten working days notice
requirement for resignation. I understand that I must contact Benefits Division, Human
Resources Department with regards to benefits under COBRA Legislation.

Mike Martinez
Name

Mike Martinez
Signature

FIREFIGHTER
Position

Accepted by:

Darryl
Assistant City Manager

6/21/06
Date

Juan J. Adame
Fire Chief Juan J. Adame
or his Designee

6/26/06
Date

**AUSTIN FIRE DEPARTMENT
PERSONNEL DEVELOPMENT EVALUATION**

PDE Plan

Employee Name: Mike Martinez

TEXFIR #: [REDACTED]

Position Title: Firefighter – Operations

Section/Unit Assignment:

Supervisor's Name: David Lundstedt

Second Level Supervisor's Name:
Mike Stephenson

Fiscal Year: 03-04

Rating Period: ☒ Oct 1-Mar 31

☐ April 1 – Sept 30

Major Job Responsibilities for this position:

This employee is accountable for:

1. AFD Core Requirements
2. Combat Operations Management

All Supervisors will discuss with their employees how to:

- ☒ Contribute to AFD's Mission and Vision
- ☒ Provide quality customer service
- ☒ Contribute to the AFD's Strategic Plan & Annual Action Plan
- ☒ Fulfill the major responsibilities of their job.
- ☒ Participate in all required CE training annually.

Personnel Policies Review:

☒ We have reviewed and discussed important personnel policies including the current Sexual Harassment Policy. (Gen. Order H-12)

☒ Employees are expected to adhere to all department and City personnel policies.

My signature below acknowledges that I have discussed the above expectations with my supervisor, and I have a current copy of the City of Austin Personnel Policies Handbook.

Employee Signature

Supervisor Signature

Date

Date

AFD MISSION: The Preservation of Life and Property is the Central Mission of the Fire Department.

AFD VISION: The Austin Fire Department is accountable to our community for the highest quality safety services, including emergency response, emergency prevention, and community education.

AFD GOALS:

Deliver comprehensive safety services of the highest quality.

Support and maintain a safe, healthy, well-trained and high performing workforce.

Provide high-quality first responder services as part of an integrated emergency medical care system.

Firefighters will be community resources for information about life safety knowledge and AFD services.

AFD will attract and retain a qualified and diverse workforce.

The department will be accountable to our community for demonstrable results.

Ratings: S= Successful (Meets), E= Exceptional (Exceeds), U= Unacceptable (Does Not Meet)

Major Job Responsibility: AFD Core Requirements

- **Key Customers:** Citizens, firefighters, Company Officers, Battalion Chiefs, other AFD sections, other public agencies and City depts.

➤ **Expected Accomplishments/Performance Measures:****S E U**

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> Deals with the public in a professional manner. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Maintains positive personal and professional appearance. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Maintains a physical fitness level commensurate with General Order HO7-B. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Maintains effective mental preparedness commensurate to General Order HO7-B. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Obtains necessary CE hours for Firefighter, Medical, & special certifications. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Maintains good knowledge of AFD SOP's, General and Special Orders, Rules & Regulations. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Accepts responsibility and is accountable for actions. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Major Job Responsibility: Combat Operations

- **Key Customers:** Citizens, firefighters, Company Officers, Battalion Chiefs, other AFD sections, other public agencies and city departments

➤ **Expected Accomplishments/Performance Measures:****S E U**

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> Following AFD protective clothing policy, member can be fully outfitted with PPE, including SCBA, within 100 seconds. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Member successfully passes the territory exams as prescribed by policy. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Regularly performs equipment & maintenance checks to ensure service readiness of apparatus. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Maintains good knowledge & demonstrates proficiency of apparatus operations (pumping, hydraulics, ladder loading, etc.) as a relief driver (leave blank if no applicable). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Demonstrates sound judgment, safe driving ability, habits & general safety as a relief driver (when applicable). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Maintains a strong knowledge of response territory. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Maintains and demonstrates proficient firefighting and rescue skills. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Maintains and demonstrates quality medical skill delivery. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Fosters and maintains a "teamwork" environment; gets along well with others. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Fulfills assignment responsibilities to ensure success of AFD's Fire & Life Safety Day Program with AISD and other Public Fire Education activities. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Participates in neighborhood smoke detector/home hazard assessment drives in targeted areas as directed by the Company Officer. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Attends and actively participates in assigned Captain School training activities. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Demonstrates proficiency of apparatus, tool and equipment use of assigned company. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Follows safety procedures for personnel and work environments. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Maintains personal protective equipment inventory & cleanliness for service delivery. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Adequately performs daily facility maintenance duties and assignments. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- ☐ Participates constructively in the PDE process.



Special Notes: Supervisors are encouraged to complete this section. Attach additional sheets if more space is needed.

- Use the space below to communicate to the employee his/her Professional Development Plan and New Duties and Goals (Improvement Objectives). This space may also be used to document Awards and Honors, Customer/Quality Service Recognition, Internal Service Contributions.

Become the best damn Union President ever!

A

SUPERVISOR COMMENTS (The supervisor is encouraged to write additional comments summarizing the overall results of the evaluation. Attach additional sheets if more space is needed.)

I DO NOT BELIEVE THAT THIS IS VALID GOAL.

WE WILL WORK ON EMERGENCY SKILLS UPON RETURN FROM SABBATICAL.

WJ BR

EMPLOYEE COMMENTS (The employee is encouraged to write comments here. If the employee does not wish to make comments, the employee should write "none". Attach additional sheets if more space is needed.)

My signature below acknowledges that I have discussed the above expectations/performance measures with my supervisor.

MM (Per Phone)

Employee Signature

TXFIR

Date

4/21/04

[Signature]

Supervisor Signature

TXFIR

Date

4/21/04

[Signature]

Next Level Supervisor Signature

TXFIR

Date

4/27/04

I confirm that I have personally viewed this member's Texas Drivers License and confirm that it is valid. *(as of last PDE)*

Supervisor Initials:

WJ

**AUSTIN FIRE DEPARTMENT
PERSONNEL DEVELOPMENT EVALUATION**

PDE Plan

Employee Name: Mike Martinez

TEXFIR #: [REDACTED]

Position Title: Firefighter – Operations

Section/Unit Assignment: Engine 5-C

Supervisor's Name: David Lundstedt

Second Level Supervisor's Name:
Keith Weiss

Fiscal Year: 02-03

Rating Period: ☐ Oct 1-Mar 31

☒ April 1 – Sept 30

Major Job Responsibilities for this position:

This employee is accountable for:

1. AFD Core Requirements
2. Combat Operations Management

All Supervisors will discuss with their employees how to:

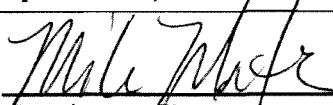
- ☒ Contribute to AFD's Mission and Vision
- ☒ Provide quality customer service
- ☒ Contribute to the AFD's Strategic Plan & Annual Action Plan
- ☒ Fulfill the major responsibilities of their job.
- ☒ Participate in all required CE training annually.

Personnel Policies Review:


☒ We have reviewed and discussed important personnel policies including the current Sexual Harassment Policy. (Gen. Order H-12)

☒ Employees are expected to adhere to all department and City personnel policies.

My signature below acknowledges that I have discussed the above expectations with my supervisor, and I have a current copy of the City of Austin Personnel Policies Handbook.


Employee Signature

10-27-03
Date


Supervisor Signature

10-27-03
Date

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AFD will attract and retain a qualified and diverse workforce.

The department will be accountable to our community for demonstrable results.

Ratings: S= Successful (Meets), E= Exceptional (Exceeds), U= Unacceptable (Does Not Meet)

Major Job Responsibility: AFD Core Requirements

- **Key Customers:** Citizens, firefighters, Company Officers, Battalion Chiefs, other AFD sections, other public agencies and City depts.

➤ **Expected Accomplishments/Performance Measures:**

	S	E	U
<input type="checkbox"/> Deals with the public in a professional manner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains positive personal and professional appearance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains a physical fitness level commensurate with General Order HO7-B.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains effective mental preparedness commensurate to General Order HO7-B.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Obtains necessary CE hours for Firefighter, Medical, & special certifications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains good knowledge of AFD SOP's, General and Special Orders, Rules & Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Accepts responsibility and is accountable for actions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Major Job Responsibility: Combat Operations

- **Key Customers:** Citizens, firefighters, Company Officers, Battalion Chiefs, other AFD sections, other public agencies and city departments

➤ **Expected Accomplishments/Performance Measures:**

	S	E	U
<input type="checkbox"/> Following AFD protective clothing policy, member can be fully outfitted with PPE, including SCBA, within 100 seconds.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Member successfully passes the territory exams as prescribed by policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Regularly performs equipment & maintenance checks to ensure service readiness of apparatus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains good knowledge & demonstrates proficiency of apparatus operations (pumping, hydraulics, ladder loading, etc.) as a relief driver (leave blank if no applicable).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Demonstrates sound judgment, safe driving ability, habits & general safety as a relief driver (when applicable).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains a strong knowledge of response territory.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains and demonstrates proficient firefighting and rescue skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains and demonstrates quality medical skill delivery.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fosters and maintains a "teamwork" environment; gets along well with others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fulfills assignment responsibilities to ensure success of AFD's Fire & Life Safety Day Program with AISD and other Public Fire Education activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Participates in neighborhood smoke detector/home hazard assessment drives in targeted areas as directed by the Company Officer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Attends and actively participates in assigned Captain School training activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/> Follows safety procedures for personnel and work environments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- ☐ Maintains personal protective equipment inventory & cleanliness for service delivery.
- ☐ Adequately performs daily facility maintenance duties and assignments.
- ☐ Participates constructively in the PDE process.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Special Notes: Supervisors are encouraged to complete this section. Attach additional sheets if more space is needed.

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Continue to successfully balance station duties with 975 association activities

SUPERVISOR COMMENTS (The supervisor is encouraged to write additional comments summarizing the overall results of the evaluation. Attach additional sheets if more space is needed.)

EMPLOYEE COMMENTS (The employee is encouraged to write comments here. If the employee does not wish to make comments, the employee should write "none". Attach additional sheets if more space is needed.)

φ

My signature below acknowledges that I have discussed the above expectations/performance measures with my supervisor:

		10-27-03
Employee Signature	TXFIR	Date
		10-27-03
Supervisor Signature	TXFIR	Date
		11/8/03
Next Level Supervisor Signature	TXFIR	Date

I confirm that I have personally viewed this member's Texas Drivers License and confirm that it is valid.

Supervisor Initials:

DF

**AUSTIN FIRE DEPARTMENT
PERSONNEL DEVELOPMENT EVALUATION**

PDE Plan

Employee Name: Michael Martinez

TEXFIR #: [REDACTED]

Position Title: Firefighter – Operations

Section/Unit Assignment: E5-C

Supervisor's Name: David Lundstedt

Second Level Supervisor's Name:
Ken Crooks

Fiscal Year: 02-03

Rating Period: ☒ Oct 1-Mar 31

☐ April 1 – Sept 30

Major Job Responsibilities for this position:

This employee is accountable for:

1. AFD Core Requirements
2. Combat Operations Management

All Supervisors will discuss with their employees how to:

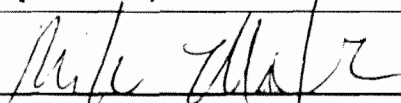
- ☒ Contribute to AFD's Mission and Vision
- ☒ Provide quality customer service
- ☒ Contribute to the AFD's Strategic Plan & Annual Action Plan
- ☒ Fulfill the major responsibilities of their job.
- ☐ Participate in all required CE training annually.

Personnel Policies Review:

☒ We have reviewed and discussed important personnel policies including the current Sexual Harassment Policy. (Gen. Order H-12)

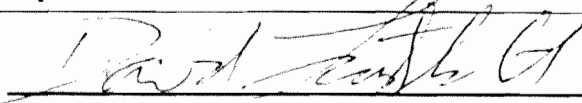
☐ Employees are expected to adhere to all department and City personnel policies.

My signature below acknowledges that I have discussed the above expectations with my supervisor, and I have a current copy of the City of Austin Personnel Policies Handbook.


Employee Signature

4-22-03

Date


Supervisor Signature

4-22-03

Date

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Major Job Responsibility: AFD Core Requirements

Key Customers: Citizens, firefighters, Company Officers, Battalion Chiefs, other AFD sections, other public agencies and City depts.

Expected Accomplishments/Performance Measures:**S E U**

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> Deals with the public in a professional manner. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Maintains positive personal and professional appearance. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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| <input type="checkbox"/> Accepts responsibility and is accountable for actions. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Major Job Responsibility: Combat Operations

Key Customers: Citizens, firefighters, Company Officers, Battalion Chiefs, other AFD sections, other public agencies and city departments

Expected Accomplishments/Performance Measures:**S E U**

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> Following AFD protective clothing policy, member can be fully outfitted with PPE, including SCBA, within 100 seconds. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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| <input type="checkbox"/> Adequately performs daily facility maintenance duties and assignments. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- ☐ Participates constructively in the PDE process.



Special Notes: Supervisors are encouraged to complete this section. Attach additional sheets if more space is needed.

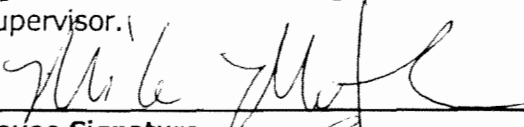

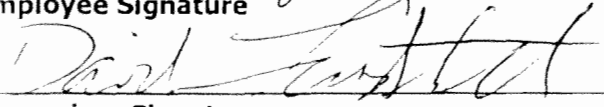



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SUPERVISOR COMMENTS (The supervisor is encouraged to write additional comments summarizing the overall results of the evaluation. Attach additional sheets if more space is needed.)

Mike is a good all-around firefighter who knows his job and performs it well.

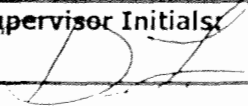
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My signature below acknowledges that I have discussed the above expectations/performance measures with my supervisor.

		4-27-03
Employee Signature	TXFIR	Date
		4-22-03
Supervisor Signature	TXFIR	Date
		4-21-03
Next Level Supervisor Signature	TXFIR	Date

I confirm that I have personally viewed this member's Texas Drivers License and confirm that it is valid.

Supervisor Initials



**AUSTIN FIRE DEPARTMENT
PERSONNEL DEVELOPMENT EVALUATION**

PDE Plan

Employee Name: Michael Martinez

TEXFIR # [REDACTED]

Position Title: Firefighter – Operations

Section/Unit Assignment:

Supervisor's Name: Lt. David Lundstedt

Second Level Supervisor's Name:
none

Fiscal Year: 02-03

Rating Period: ☐ Oct 1-Mar 31

☐ April 1 – Sept 30

Major Job Responsibilities for this position:

This employee is accountable for:

1. AFD Core Requirements
2. Combat Operations Management

All Supervisors will discuss with their employees how to:

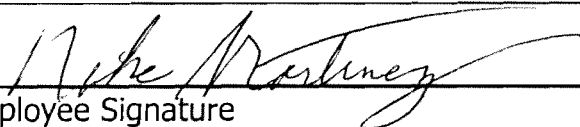
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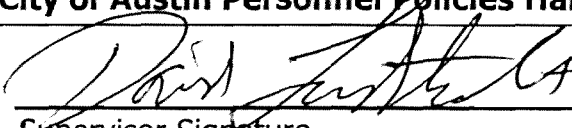
☒ Employees are expected to adhere to all department and City personnel policies.

My signature below acknowledges that I have discussed the above expectations with my supervisor, and I have a current copy of the City of Austin Personnel Policies Handbook.


Employee Signature

Date

11-8-02


Supervisor Signature

Date

11-16-02

AFD MISSION: The Preservation of Life and Property is the Central Mission of the Fire Department.

AFD VISION: The Austin Fire Department is accountable to our community for the highest quality safety services, including emergency response, emergency prevention, and community education.

AFD GOALS:

Deliver comprehensive safety services of the highest quality.

Support and maintain a safe, healthy, well-trained and high performing workforce.

Provide high-quality first responder services as part of an integrated emergency medical care system.

Firefighters will be community resources for information about life safety knowledge and AFD services.

AFD will attract and retain a qualified and diverse workforce.

The department will be accountable to our community for demonstrable results.

Ratings: S= Successful (Meets), E= Exceptional (Exceeds), U= Unacceptable (Does Not Meet)

Major Job Responsibility: AFD Core Requirements

- **Key Customers:** Citizens, firefighters, Company Officers, Battalion Chiefs, other AFD sections, other public agencies and City depts.

Expected Accomplishments/Performance Measures:	S	E	U
<input type="checkbox"/> Deals with the public in a professional manner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains positive personal and professional appearance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains a physical fitness level commensurate with General Order HO7-B.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains effective mental preparedness commensurate to General Order HO7-B.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Obtains necessary CE hours for Firefighter, Medical, & special certifications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains good knowledge of AFD SOP's, General and Special Orders, Rules & Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Accepts responsibility and is accountable for actions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Major Job Responsibility: Combat Operations

- **Key Customers:** Citizens, firefighters, Company Officers, Battalion Chiefs, other AFD sections, other public agencies and city departments

Expected Accomplishments/Performance Measures:	S	E	U
<input type="checkbox"/> Following AFD protective clothing policy, member can be fully outfitted with PPE, including SCBA, within 100 seconds.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Member successfully passes the territory exams as prescribed by policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Regularly performs equipment & maintenance checks to ensure service readiness of apparatus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains good knowledge & demonstrates proficiency of apparatus operations (pumping, hydraulics, ladder loading, etc.) as a relief driver (leave blank if no applicable).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Demonstrates sound judgment, safe driving ability, habits & general safety as a relief driver (when applicable).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains a strong knowledge of response territory.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains and demonstrates proficient firefighting and rescue skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains and demonstrates quality medical skill delivery.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fosters and maintains a "teamwork" environment; gets along well with others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fulfills assignment responsibilities to ensure success of AFD's Fire & Life Safety Day Program with AISD and other Public Fire Education activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Participates in neighborhood smoke detector/home hazard assessment drives in targeted areas as directed by the Company Officer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Attends and actively participates in assigned Captain School training activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Demonstrates proficiency of apparatus, tool and equipment use of assigned company.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Follows safety procedures for personnel and work environments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- ☐ Maintains personal protective equipment inventory & cleanliness for service delivery. ☒ ☐ ☐
- ☐ Adequately performs daily facility maintenance duties and assignments. ☒ ☐ ☐
- ☐ Participates constructively in the PDE process. ☒ ☐ ☐

Special Notes: Supervisors are encouraged to complete this section. Attach additional sheets if more space is needed.

- > Use the space below to communicate to the employee his/her Professional Development Plan and New Duties and Goals (Improvement Objectives). This space may also be used to document Awards and Honors, Customer/Quality Service Recognition, Internal Service Contributions.

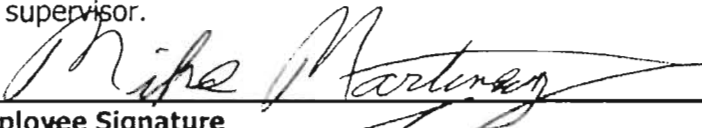
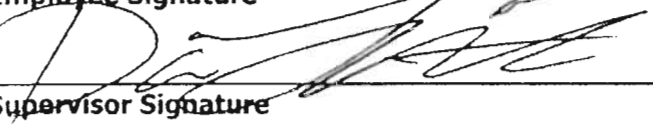

Continue to keep up on territory

SUPERVISOR COMMENTS (The supervisor is encouraged to write additional comments summarizing the overall results of the evaluation. Attach additional sheets if more space is needed.)

Mike is an experienced f.f. and very valuable to the crew

EMPLOYEE COMMENTS (The employee is encouraged to write comments here. If the employee does not wish to make comments, the employee should write "none". Attach additional sheets if more space is needed.)

My signature below acknowledges that I have discussed the above expectations/performance measures with my supervisor.

	[REDACTED]	11-8-02
Employee Signature	TXFIR	Date
	[REDACTED]	11-16-02
Supervisor Signature	TXFIR	Date
	[REDACTED]	11/16/02
Next Level Supervisor Signature	TXFIR	Date

**AUSTIN FIRE DEPARTMENT
PERSONNEL DEVELOPMENT EVALUATION**

PDE Plan

Employee Name:

Mike Martinez

Position Title: Firefighter – Operations

Supervisor's Name:

Lt. David Lundstedt

Fiscal Year: 00-01

TEXFIR #:

Specialty Team Assignment:

Section/Unit Assignment:

Engine 5-C

Second Level Supervisor's Name:

BC Tim Mikes

Rating Period: ☐ Fall

☒ Spring

**Major Job Responsibilities for this position:
This employee is accountable for:**

1. AFD Core Requirements
2. Combat Operations Management

All Supervisors will discuss with their employees how to:


- ☒ Contribute to AFD's Mission and Vision
- ☒ Provide quality customer service
- ☒ Contribute to the AFD's Strategic Plan & Annual Action Plan
- ☒ Fulfill the major responsibilities of their job.
- ☒ Participate in all required CE training annually.

Personnel Policies Review:


☒ We have reviewed and discussed important personnel policies including the current Sexual Harassment Policy (Gen. Order H-12)

☒ Employees are expected to adhere to all department and City personnel policies

My signature below acknowledges that I have discussed the above expectations with my supervisor, and I have a current copy of the City of Austin Personnel Policies Handbook.


Employee Signature
4-26-02

Date


Supervisor Signature
4-17-02

Date

AFD MISSION: The Preservation of Life and Property is the Central Mission of the Fire Department.

AFD VISION: The Austin Fire Department is accountable to our community for the highest quality safety services, including emergency response, emergency prevention, and community education.

AFD FY 2000-2001 GOALS:

- ☒ **Deliver comprehensive safety services of the highest quality.**
 - Strive for an increase in the percentage of fires confined to the room or area of origin.
 - Achieve a reduction in fire deaths.
- ☒ **Support and maintain a safe, healthy, well-trained and high performing workforce.**
 - Fire cadet certification exam will continue to exceed the state firefighter exam average
- ☒ **Provide high-quality first responder services as part of an integrated emergency medical care system.**
 - Increase in % of CPR saves prior to handoff to EMS personnel ;
 - Average EMT certification exam score will continue to exceed the state EMT exam average
- ☒ **Firefighters will be community resources for information about life safety knowledge and AFD Services.**
 - Continue to increase education among school students in the areas of fire safety
- ☒ **AFD will attract and retain a qualified and diverse workforce.**
 - Decrease employee turnover rate
- ☒ **The department will be accountable to our community for demonstrable results.**
 - To remain in the top three of the highest rated services in the "Voice of the Customer" survey

Ratings: S= Successful (Meets), E= Exceptional (Exceeds), U= Unacceptable (Does Not Meet)

Major Job Responsibility: AFD Core Requirements

➤ **Key Customers:** Citizens, Firefighters, Company Officers, Battalion Chiefs, other AFD sections, other public agencies and city depts.

Expected Accomplishments/Performance Measures:	S	E	U
<input type="checkbox"/> Deals with the public in a professional manner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains positive personal and professional appearance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains a physical fitness level commensurate with General Order HO7-B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains effective mental preparedness commensurate to General Order HO7-B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Obtains necessary CE hours for Firefighter, Medical, & special certifications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains good knowledge of AFD SOP's, General and Special Orders, Rules & Regulations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Accepts responsibility and is accountable for actions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Major Job Responsibility: Combat Operations

➤ **Key Customers:** Citizens, firefighters, Company Officers, Battalion Chiefs, other AFD sections, other public agencies and city departments

Expected Accomplishments/Performance Measures:	S	E	U
<input type="checkbox"/> Following AFD protective clothing policy, member can be fully outfitted with PPE, including SCBA, within 100 seconds.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Member successfully passes the territory exams as prescribed by policy.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Regularly performs equipment & maintenance checks to ensure service readiness of apparatus	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains good knowledge & demonstrates proficiency of apparatus operations (pumping, hydraulics, ladder loading, etc.) as a relief driver (leave blank if no applicable)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Demonstrates sound judgement, safe driving ability, habits & general safety as a relief driver (when applicable)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains a strong knowledge of response territory	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains and demonstrates proficient firefighting and rescue skills	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains and demonstrates quality medical skill delivery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fosters and maintains a "teamwork" environment; gets along well with others	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fulfills assignment responsibilities to ensure success of AFD's Fire & Life Safety Day Program with AISD and other Public Fire Education activities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Participates in neighborhood smoke detector/home hazard assessment drives in Targeted areas as directed by the Company Officer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Attends and actively participates in assigned Captain School training activities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Demonstrates proficiency of apparatus, tool and equipment use of assigned company	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Follows safety procedures for personnel and work environments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains personal protective equipment inventory & cleanliness for service delivery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- ☐ Adequately performs daily facility maintenance duties and assignments
- ☐ Participates constructively in the PDE process

☒☐☐
☒☐☐

Special Notes: Supervisors are encouraged to complete this section. Attach additional sheets if more space is needed.

- Use the space below to communicate to the employee his/her Professional Development Plan and New Duties and Goals. This space may also be used to document Awards and Honors, Customer/Quality Service Recognition, Internal Service Contributions.

Brush up on territory Knowledge

- Identify correction action taken by the supervisor during the last period. This includes formal counseling, written reprimands, VARB Impacts, suspension, demotion, etc. Provide a brief description of the nature of the performance requiring the action and date.)

—

SUPERVISOR COMMENTS (The supervisor is encouraged to write additional comments summarizing the overall results of the evaluation. Attach additional sheets if more space is needed.)

None

EMPLOYEE COMMENTS (The employee is encouraged to write comments here. If the employee does not wish to make comments, the employee should write "none". Attach additional sheets if more space is needed.)

None

My signature below acknowledges that I have discussed the above expectations/performance measures with my supervisor.

<i>Mike W. [Signature]</i>	[REDACTED]	<i>4-26-02</i>
Employee Signature	TXFIR	Date
<i>[Signature]</i>	[REDACTED]	<i>4-27-02</i>
Supervisor Signature	TXFIR	Date
<i>Tom J. [Signature]</i>	[REDACTED]	<i>4-29-02</i>
Next Level Supervisor Signature	TXFIR	Date

**AUSTIN FIRE DEPARTMENT
PERSONNEL DEVELOPMENT EVALUATION**

PDE Plan

Employee Name:

Mike Martinez

Position Title: Firefighter – Operations

TEXFIR: 

Specialty Team Assignment:

Section/Unit Assignment: Engine 5-C

Supervisor's Name: David Lundstedt

Second Level Supervisor's Name: Tim Mikes

Fiscal Year: 00-01

Rating Period: ☒ Fall ☐ Spring

Major Job Responsibilities for this position:
This employee is accountable for:

1. AFD Core Requirements
2. Combat Operations Management

All Supervisors will discuss with their employees how to:

- ☐ Contribute to AFD's Mission and Vision
- ☐ Provide quality customer service
- ☐ Contribute to the AFD's Strategic Plan & Annual Action Plan
- ☐ Fulfill the major responsibilities of their job.
- ☐ Participate in all required CE training annually.

Personnel Policies Review:

☒ We have reviewed and discussed important personnel policies including the current Sexual Harassment Policy (Gen. Order H-12)

☒ Employees are expected to adhere to all department and City personnel policies

My signature below acknowledges that I have discussed the above expectations with my supervisor, and I have a current copy of the City of Austin Personnel Policies Handbook.

Mike Martinez

Employee Signature

11-06-01

Date

David Lundstedt

Supervisor Signature

10-19-01

Date

AFD MISSION: The Preservation of Life and Property is the Central Mission of the Fire Department.

AFD VISION: The Austin Fire Department is accountable to our community for the highest quality safety services, including emergency response, emergency prevention, and community education.

AFD FY 2000-2001 GOALS:

- ☐ **Deliver comprehensive safety services of the highest quality.**
 - Strive for an increase in the percentage of fires confined to the room or area of origin.
 - Achieve a reduction in fire deaths.
- ☐ **Support and maintain a safe, healthy, well-trained and high performing workforce.**
 - Fire cadet certification exam will continue to exceed the state firefighter exam average
- ☐ **Provide high-quality first responder services as part of an integrated emergency medical care system.**
 - Increase in % of CPR saves prior to handoff to EMS personnel ;
 - Average EMT certification exam score will continue to exceed the state EMT exam average
- ☐ **Firefighters will be community resources for information about life safety knowledge and AFD Services.**
 - Continue to increase education among school students in the areas of fire safety
- ☐ **AFD will attract and retain a qualified and diverse workforce.**
 - Decrease employee turnover rate
- ☐ **The department will be accountable to our community for demonstrable results.**
 - To remain in the top three of the highest rated services in the "Voice of the Customer" survey

Ratings: S= Successful (Meets), E= Exceptional (Exceeds), U= Unacceptable (Does Not Meet)

Major Job Responsibility: AFD Core Requirements

- **Key Customers:** Citizens, Firefighters, Company Officers, Battalion Chiefs, other AFD sections, other public agencies and city depts.

Expected Accomplishments/Performance Measures:	S	E	U
<input type="checkbox"/> Deals with the public in a professional manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains positive personal and professional appearance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains a physical fitness level commensurate with General Order HO7-B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains effective mental preparedness commensurate to General Order HO7-B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Obtains necessary CE hours for Firefighter, Medical, & special certifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains good knowledge of AFD SOP's, General and Special Orders, Rules & Regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Accepts responsibility and is accountable for actions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Major Job Responsibility: Combat Operations

- **Key Customers:** Citizens, firefighters, Company Officers, Battalion Chiefs, other AFD sections, other public agencies and city departments

Expected Accomplishments/Performance Measures:	S	E	U
<input type="checkbox"/> Following AFD protective clothing policy, member can be fully outfitted with PPE, including SCBA, within 100 seconds.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Member successfully passes the territory exams as prescribed by policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Regularly performs equipment & maintenance checks to ensure service readiness of apparatus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains good knowledge & demonstrates proficiency of apparatus operations (pumping, hydraulics, ladder loading, etc.) as a relief driver (leave blank if no applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Demonstrates sound judgement, safe driving ability, habits & general safety as a relief driver (when applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains a strong knowledge of response territory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains and demonstrates proficient firefighting and rescue skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains and demonstrates quality medical skill delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fosters and maintains a "teamwork" environment; gets along well with others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fulfills assignment responsibilities to ensure success of AFD's Fire & Life Safety Day Program with AISD and other Public Fire Education activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Participates in neighborhood smoke detector/home hazard assessment drives in Targeted areas as directed by the Company Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Attends and actively participates in assigned Captain School training activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Demonstrates proficiency of apparatus, tool and equipment use of assigned company	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Follows safety procedures for personnel and work environments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains personal protective equipment inventory & cleanliness for service delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- ☐ Adequately performs daily facility maintenance duties and assignments
- ☐ Participates constructively in the PDE process

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Special Notes: Supervisors are encouraged to complete this section. Attach additional sheets if more space is needed.

- Use the space below to communicate to the employee his/her Professional Development Plan and New Duties and Goals. This space may also be used to document Awards and Honors, Customer/Quality Service Recognition, Internal Service Contributions.

Study for Promotion!!!

- Identify correction action taken by the supervisor during the last period. This includes formal counseling, written reprimands, VARB Impacts, suspension, demotion, etc. Provide a brief description of the nature of the performance requiring the action and date.)





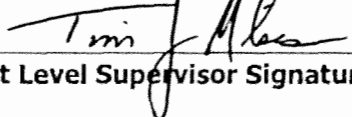

SUPERVISOR COMMENTS (The supervisor is encouraged to write additional comments summarizing the overall results of the evaluation. Attach additional sheets if more space is needed.)

I would like for Mike to be my next driver

EMPLOYEE COMMENTS (The employee is encouraged to write comments here. If the employee does not wish to make comments, the employee should write "none". Attach additional sheets if more space is needed.)

None

My signature below acknowledges that I have discussed the above expectations/performance measures with my supervisor.

 Employee Signature	 TXFIR	11-6-01 Date
 Supervisor Signature	 TXFIR	10-19-01 Date
 Next Level Supervisor Signature	 TXFIR	11-18-01 Date



AUSTIN FIRE DEPARTMENT PERSONNEL DEVELOPMENT EVALUATION

PDE Plan		
Employee Name: <u>Mike Martinez</u>	TEXFIR #: [REDACTED]	
Position Title: <u>Fire Fighter - Operations</u>	Unit/Shift Assignment: <u>Engine 5 C</u>	Specialty Team Assignment:
Supervisor's Name: <u>David Lundstedt</u>	Second Level Supervisor's Name: <u>Tim Mikes</u>	
Fiscal Year: <u>99-00 00-01</u>	Plan Start Date: <u>10/99 10-00</u>	

Major Job Responsibilities for this position: This employee is accountable for:
1. AFD Core Requirements
2. Combat Operations
3.
4.
5.

All supervisors will discuss with their employees how to:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Contribute to AFD's Mission and Vision
<input checked="" type="checkbox"/> Provide quality customer service
<input checked="" type="checkbox"/> Contribute to the AFD's Strategic Plan & Annual Action Plan | <input checked="" type="checkbox"/> Fulfill the major responsibilities of their job.
<input checked="" type="checkbox"/> Participate in all required CE training annually. |
|---|---|

Personnel Policies Review:

- | | |
|--|--|
| <input checked="" type="checkbox"/> We have reviewed and discussed important personnel policies including the current Sexual Harassment Policy (Gen. Order H-12) | <input checked="" type="checkbox"/> Employees are expected to adhere to all department and City personnel policies |
|--|--|

My signature below acknowledges that I have discussed the above expectations with my supervisor, and I have a current copy of the City of Austin Personnel Policies Handbook.

<u>Mike Martinez</u> Employee Signature	<u>10-10-00</u> Date	<u>David Lundstedt</u> Supervisor Signature	<u>10-09-00</u> Date
--	-------------------------	--	-------------------------

AFD 10/99 PDE: Specialist - Operations	Employee Name: <u>Mike Martinez</u>	TEXFIR #: [REDACTED]
--	-------------------------------------	--

AUSTIN FIRE DEPARTMENT

MISSION

The Preservation of Life and Property is the Central Mission of the Fire Department.

VISION

The Austin Fire Department is accountable to our community for the highest quality safety services, including emergency response, emergency prevention, and community education.

OUR COMPETITIVE FUTURE DEPENDS ON:



Delivering comprehensive safety services of the highest quality



Supporting and maintaining a safe, healthy, well-trained and high performing workforce



Providing high-quality first responder service as part of an integrated emergency medical care system



Becoming community resources for life safety knowledge and information about AFD services



Attracting and retaining a qualified and diverse workforce



Accountable to our community for demonstrable results

Ratings: S= Successful (Meets), E= Exceptional (Exceeds), U= Unacceptable (Does Not Meet)

#	Major Job Responsibility	Key Customers	Expected Accomplishments/ Performance Measures	Spring Rating			Fall Rating		
				S	E	U	S	E	U
1	AFD Core Requirements	Citizens, Firefighters, Company Officers, Battalion Chiefs, other AFD Sections, public agencies and city depts.	Deals with the public in a professional manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Maintains positive personal and professional appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Maintains a physical fitness level commensurate to General Order HO7-B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Maintains effective mental preparedness commensurate to General Order HO7-B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Obtains necessary CE hours for Firefighter, Medical, & special certifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Maintains good knowledge of AFD SOP's, General and Special Orders, Rules & Regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Accepts responsibility and is accountable for actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Combat Operations	Citizens, Firefighters, Company Officers, Battalion Chiefs, other AFD Sections, public agencies and city depts.	Regularly performs equipment and maintenance checks to ensure service readiness of apparatus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Maintains good knowledge and demonstrates proficiency of apparatus operations (pumping, hydraulics, ladder loading, etc.) as a relief driver (leave blank if not applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Demonstrates sound judgement, safe driving ability, habits and general safety as a relief driver (when applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Actively participates in the Company assigned inspections of the AFD In-Service Inspection Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Fosters and maintains a "teamwork" environment; gets along well with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Maintains a strong knowledge of response territory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Maintains and demonstrates proficient firefighting and rescue skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Maintains and demonstrates quality medical skill delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Fulfills assignment responsibilities to ensure success of AFD's Fire & Life Safety Day Program with AISD and other Public Fire Education activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Participates in neighborhood smoke detector/home hazard assessment drives in targeted areas as directed by the Company Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AFD 10/99 PDE: Specialist - Operations

Employee Name: *Mike Martinez*TEXFIR #: [REDACTED]

Revised 2/00

			S	E	U	S	E	U
Combat Operations (continued)		Attends and actively participates in assigned Captain School training activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Demonstrates proficiency of apparatus, tool and equipment use of assigned company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Follows safety procedures for personnel and work environments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Adequately performs daily facility maintenance duties and assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Maintains personal protective equipment inventory & cleanliness for service duty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Participates constructively in the PDE process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROFESSIONAL DEVELOPMENT PLAN (Include any additionally assigned Prof. Develop. schools, seminars, etc.)

Development Activities

Attend LEAPS

Expected Benefits

Leadership skills

Outcomes Achieved

NEW DUTIES & GOALS

(List any new duties & goals assigned or requested of the employee for the next rating period)

Spring Rating PeriodFall Rating Periodhelp train probationary firefighter
when assigned

AWARDS & HONORS	
(List any awards or honors received by the employee during this period. Provide a brief description for the purpose of award and who the award/honor was from.)	
Spring Rating Period	Fall Rating Period
	Phoenix award for CPR save

CUSTOMER/QUALITY SERVICE RECOGNITION	
List any recognitions (letters, thank-yous, kudos) from internal/external customers directed to the employee during this period. Provide a brief description of the service rendered and whom the recognition was from.	
Spring Rating Period	Fall Rating Period
	None

INTERNAL SERVICE CONTRIBUTIONS	
(List any contributions made by the employee such as AFD internal committees, task forces, or special project that were outside the regular scope of duty during this period)	
Spring Rating Period	Fall Rating Period
	Serves a district 3 vice president for Local 975

CORRECTIVE ACTION	(List any corrective actions taken by the supervisor during the last period. This includes formal counseling, written reprimands, VARB Impacts, suspension, demotion, etc. Provide a brief description of the nature of the performance requiring the action and date.)
--------------------------	--

<u>Spring Rating Period</u>	<u>Fall Rating Period</u>
	None

SUPERVISOR COMMENTS	(The supervisor is encouraged to write additional comments summarizing the overall results of the evaluation. Attach additional sheets if more space is needed.)
----------------------------	---

<u>Spring Rating Period</u>	<u>Fall Rating Period</u>
	Mike is an excellent fire fighter and EMT.

EMPLOYEE COMMENTS	(The employee is encouraged to write comments here. If the employee does not wish to make comments, the employee should write "none". Attach additional sheets if more space is needed.)
--------------------------	---

<u>Spring Rating Period</u>	<u>Fall Rating Period</u>
	None

My signature below acknowledges that I have discussed the above expectations/performance measures with my supervisor.			
<u>Spring Rating Period</u>		<u>Fall Rating Period</u>	
		<i>Mike Martinez</i>	<i>10-10-00</i>
Employee Signature	Date	Employee Signature	Date
		<i>David [Signature]</i>	<i>10-09-00</i>
Supervisor Signature	Date	Supervisor Signature	Date
		<i>Tim J. Mbea</i>	<i>10-10-00</i>
Next Level Supervisor Signature	Date	Next Level Supervisor Signature	Date



AUSTIN FIRE DEPARTMENT

The Mission Goes Beyond the Name



City of Austin

HEADQUARTERS:
FIRE CHIEF'S OFFICE:
OPERATIONS:
COMMUNICATIONS:
1621 Festival Beach Rd.
Austin, TX 78702
(512) 477-5784

SAFETY OFFICE:
1621 Festival Beach Rd.
Austin, TX 78702
(512) 472-9202

PUBLIC
INFORMATION:
1621 Festival Beach Rd.
Austin, TX 78702
(512) 477-9982

RECRUITING:
2785 E. 7th St.
Austin, TX 78702
(512) 305-4000

ADMINISTRATION:
92 Red River
Austin, TX 78701
(512) 495-1450

PREVENTION:
PUBLIC EDUCATION:
517 S. Pleasant Valley
Austin, TX 78741
(512) 448-8300

MEDICAL
OPERATIONS:
517 S. Pleasant Valley
Austin, TX 78741
(512) 448-8370

TRAINING:
4800-B Shaw Lane
Austin, TX 78744
(512) 369-8500

INVESTIGATIONS:
401 East 5th St.
Austin, TX 78701
(512) 472-9203

HAZMAT/SPECIAL
OPERATIONS:
401 East 5th St.
Austin, TX 78701
(512) 472-9333

MAINTENANCE:
2011 E. 51st St.
Austin, TX 78723
(512) 469-0167

OFFICE OF
EMERGENCY
MANAGEMENT:
City Hall, Room 207
P.O. Box 1088
Austin, TX 78767-1088
(512) 370-8800

August 10, 1998

Austin Fire Department
Firefighter Michael Martinez
1415 Newton Street
Austin, TX 78704

Dear Firefighter Martinez:

Recently, I received a letter from Margaret Scarbrough Wilson, the daughter of Mrs. Margaret Caldwell Scarbrough. She wrote to express her deepest appreciation for the incredible efforts that the Austin Fire Department displayed when her family home burned on April 20, 1998. She wrote that within three hours after the fire had started, recovery of keepsakes and heirlooms had been coordinated and facilitated by AFD. Mrs. Wilson also pointed out that firefighters stayed long into the night helping family representatives retrieve salvageable items.

The central mission of the Austin Fire Department is the preservation of life and property. Your willingness to contribute to the achievement of this goal is to be commended.

I wanted to take this opportunity to let you know the value of your efforts and to thank you for sharing your experience and knowledge with the citizens of Austin. This is the type of service we strive to provide.

Sincerely,

Gary Warren
Fire Chief
Austin Fire Department

GW/mkb

Cc: Administration – Personnel File
Chief Tim Mikes

DEC 31 1997

December 20, 1997

M. Martinez

Fire Chief Gary Warren
Austin Fire Department
1621 Festival Beach Road
Austin, TX 78702

Dear Chief Warren:

I am writing to express my gratitude and appreciation for the quality and performance of firefighters of your Department whom I encountered recently, specifically Mike Martinez, whom I believe is stationed on Riverside, and Bob Becknell and the crew of firefighters he led from the station on South Congress, when they responded to my call for help.

On Sunday, December 7, I was relaxing in the home I had just purchased at 1413 Newton Street, just south of Town Lake. A few hours before, I had installed a relatively new gas kitchen range, using the old, flexible metal hose that had come with it.

A few minutes after using one of the kitchen range burners, I heard a very loud *whooshing* sound, like air escaping fast from a hole in a tire, seeming to come from the kitchen. As I entered the kitchen and got closer to the range, it got even louder. Concerned that it might be something gone wrong with a pilot light, or worse, I lifted the lid covering my range top and was shocked to see a fat blue flame about a foot long shooting out towards me. The old, flexible metal hose had bent at a pinhole leak one time too many, and natural gas under high pressure was blowing across the tops of two pilot lights. The effect was like a small, intense flamethrower. It was as if someone had stuck a lighted propane torch shooting a foot-long flame under the top of my range. Only it was screwed on tight. And it had a whole household supply, a whole neighborhood's supply, a whole *network* of gas in pipelines behind it.

In my shock, all memory of the whereabouts of the outside gas cutoff evaporated from my mind, even though a day or two before I'd helped the home's sellers wrestle with turning off the valve so that the old range could be moved. I tried to think: Should I move the stove to get to the gas valve behind it or would that break the hose more, and cause an explosion? If there is this big a flame from a pinhole leak, what's going to happen when the flame's heat melts the hose around it and the end of the hose falls off? Is that going to happen minutes or seconds from now? Should I call 911 and get out of the house, or get out of the house and call 911 from somewhere else? If I leave to call, is it possible the house will catch on fire, or explode, before I find a phone? If so, shouldn't I take a chance and call 911 from the house before I go?

Then I remembered that the neighbor I'd met just a few days before, Mike Martinez, is an Austin firefighter.

I ran next door and beat on Mike's door. I yelled through the door what was happening.

In what I think was probably less than a minute, Mike went from relaxing inside his home with his wife and soon-to-be child, on a Sunday evening, to my front yard with a crescent wrench, locating the ancient gas cutoff valve (1920's) outside my home and forcing it shut — something that had taken three "civilians" 20 minutes to do the day before. After he shut the gas off, Mike went inside my house to make sure the flame was out. In the driveway between the houses, he had instructed his wife, Lisa, to call the Fire Department, and I heard their sirens coming my way.

Within an astoundingly short period of time, Austin firefighters were coming off a fire truck in front of my home. If the fire had been too large for Mike to get under control, their quick arrival meant that they would have kept any damage to an absolute minimum. And rather than just

taking my assurances, your firefighters from the station on South Congress came in my home and checked to make sure everything was under control.

Before they left, the person in charge, whom I believe was Bob Becknell, took the time to ask this still-disoriented homeowner if I had a gas heating system (I do) and a firefighter climbed up into my attic to make sure that there would be no explosion from a collection of gas when the furnace was turned back on. And, clearly thinking about another potential problem for a person still too shaken to think about it for himself, they also inquired about my hot water heater, and my firefighter neighbor stayed to re-light it.

I am totally impressed by the aggressive competence and total professionalism shown by every Austin firefighter I encountered that night.

My firefighter neighbor has never brought up the fire in conversation after that, but when I did later, I heard him talk about his entering the profession as the fulfillment of a lifelong dream, and the bond he feels between himself and the firefighters he knows and works with, and how much and why he looks forward to going to work every shift.

I don't know how or where you are able to find people of the high caliber I encountered that night, who do the life-saving and incredibly dangerous work they do, so well, or what kind of training you provide so that they are able to respond so thoroughly so fast, but I want to thank you and your Department for doing it. These are not just people who are very good at what they do; these are people who also care a lot about other people, and so they go beyond just what's necessary to anticipate and do everything that's really needed. Having prevented what could have been a major disaster or two for me, they also cared enough to make sure I wouldn't even have any minor inconveniences left over from the experience.

Then they all just left, almost as quickly as they came, as if it were no big deal. I would not even have known their names if one hadn't been my neighbor, and I hadn't been able later to ask him the name of the person in charge from the South Congress station.

I would greatly appreciate your passing along to everyone involved in the December 7 incident at my home, and to their supervisors and colleagues, my gratitude and appreciation for their superb work. I feel truly very fortunate to live in a city where they are exemplary of the kind of people that are protecting our lives, our peace of mind, and our property with their skills and concern.

I still have a home. If Mike Martinez, Bob Becknell, and the firefighters from the South Congress station had not been that good, and that fast, I'm not sure I would. I might just have a vacant lot.

Please thank them for me.

Sincerely,



Dale Chenoweth
1413 Newton
Austin, TX 78704

DEC 31 1997

KUDO

Date: December 21, 1997

To:

Ron Hansen, EMT-P,
Gary Wadham, EMT-I,
Emergency Medical Services

Brad Ballard, AFD Truck 15
Noe Galvan, AFD Truck 15
Thomas Turner Marsh, AFD Truck 15

Raymond Martinez, AFD Engine 5
✓ Michael Martinez, AFD Engine 5
William Ginac, AFD Engine 5

David Bearden, AFD Rescue 14
Christopher Dibrell, AFD Rescue 14

From: Dani Winkler, District Commander
Emergency Medical Services Department

Subject: Commendation

On December 18, 1997, Medic 6, Engine 5, Truck 15, and Rescue 14 responded to call #168 at 1718 Hillcrest Lane. A very difficult extrication was performed on an approximately 550 lb. patient who had fallen, legs extended, between a counter and the bathtub. I would like to take this opportunity to congratulate you on a job well done regarding the following areas:

- **Customer Service:** To both the patient and the patient's family.
- **Cooperation**
- **Teamwork**
- **Problem Solving**

It is great to know the City of Austin has such caring and professional individuals as employees. Once again, thank you for your dedication to your careers and to the citizens of Austin. I appreciate the job you do and your ability to do it well.

Sincerely,



Dani Winkler, District Commander
Emergency Medical Services



City of Austin

Founded by Congress, Republic of Texas, 1839

Municipal Building, Eighth at Colorado, P.O. Box 1088, Austin, Texas 78767 Telephone 512 490 2000

October 28, 1994

Firefighter Michael Martinez
Engine 5 "C"
Austin Fire Department

Dear Mike:

Congratulations on receiving the BASICS award. The citizens of Austin and the Fire Department are fortunate to have you as an employee. Further, I am pleased to have this opportunity to recognize your commitment to our standards of excellence in providing Customer Service.

The initiative you have shown demonstrates an aggressive pursuit toward the high standard of service we have set for ourselves. It is my belief, that each call we answer, each emergency to which we respond, and every contact we make, is an opportunity to display the professionalism, innovation, and service orientation so integral to our department's values. With your actions, you have demonstrated a commitment to Customer Service which is the essence of the Austin Fire Department.

Your contribution in Building Austin's Standards In Customer Service is recognized and greatly appreciated. Thank you for a job well done!

Sincerely,

Richard Brumbelow
Assistant Fire Chief
Austin Fire Department

RB:vo

xc: Personnel File

AWARD: (Gerber Tool)



B. A. S. I. C. S. RECOGNITION Nomination Form

From: RANDY MCKEON FIRE 477-6939
Nominator's Name, Division, and Phone #

Date: JULY 12, 1994

I nominate Community Services Section Incident Members, for BASICS recognition and certify that the above named person meets one or more of the three (3) criteria as annotated below: (Check appropriate box.)



Providing Outstanding Customer Service -- employee is recognized for outstanding performance in meeting customer needs. (organization and to citizens)



Taking Customer Service Initiatives -- employee is recognized for initiatives that contribute to enhanced customer service. Initiative does/does not improve productivity or provide cost savings. (explain below)



Enhancing the Image of the Organization -- employee contributes toward enhancing the organization's image. He/She leaves a strong positive impression with the customer and is definitely offering outstanding customer service.

Comments regarding nomination are: (Please print or type and describe specifically the outstanding actions performed by the nominee and rationale supporting how they relate to the criteria. Continue on back of this form.)

ON JUNE 25, 1994 AFD RESPONDED TO A HAZARDOUS
MATERIAL ALARM AT THE HOLLY STREET POWER
PLANT. CHIEF TIM MIKES REQUESTED A SECOND ALARM.
FIRST REPORTS WERE THAT HAZARDOUS CHEMICALS WERE
INVOLVED AND THAT EVACUATION OF AREA NEIGHBOR-
HOOD MAY BE NEEDED. SAFT COMMANDER FARRIS ASSIGNED
CAPT TOM STEPHENS (21) T.S. RANDY MCKEON TO COMMUNITY
SERVICES. THE SENSITIVITY OF THE COMMUNITY REGARDING
THE HOLLY STREET POWER PLANT REQUIRED EXPERIENCE AND
LEADERSHIP. WHICH CAPT STEPHENS DEMONSTRATED AT A



B. A. S. I. C. S. R E C O G N I T I O N
Nomination Form

From: RANDY MCKEND FIRE 477-6939
Nominator's Name, Division, and Phone #

Date: JULY 12, 1994

I nominate Community Services Section Incident Members, for BASICS recognition and certify that the above named person meets one or more of the three (3) criteria as annotated below: (Check appropriate box.)

- ☒ Providing Outstanding Customer Service -- employee is recognized for outstanding performance in meeting customer needs. (organization and to citizens)
- ☐ Taking Customer Service Initiatives -- employee is recognized for initiatives that contribute to enhanced customer service. Initiative does/does not improve productivity or provide cost savings. (explain below)
- ☐ Enhancing the Image of the Organization -- employee contributes toward enhancing the organization's image. He/She leaves a strong positive impression with the customer and is definitely offering outstanding customer service.

Comments regarding nomination are: (Please print or type and describe specifically the outstanding actions performed by the nominee and rationale supporting how they relate to the criteria. Continue on back of this form.)

ON JUNE 25, 1994 AFD RESPONDED TO A HAZARDOUS
MATERIAL ALARM AT THE HOLLY STREET POWER
PLANT. CHIEF TOM MIKES REQUESTED A SECOND ALARM.
FIRST REPORTS WERE THAT HAZARDOUS CHEMICALS WERE
INVOLVED AND THAT EVACUATION OF AREA NEIGHBOR-
HOOD MAY BE NEEDED. SAFT COMMANDER FARRIS ASSIGNED
CAPT TOM STEPHENS (21) T.S. RANDY MCKEND TO COMMUNITY
SERVICES. THE SENSITIVITY OF THE COMMUNITY REGARDING
THE HOLLY STREET POWER PLANT REQUIRED EXPERIENCE AND
LEADERSHIP. WHICH CAPT STEPHENS DEMONSTRATED ~~TO~~ AT A



City of Austin

Founded by Congress, Republic of Texas, 1839

Municipal Building, Eighth at Colorado, P.O. Box 1088, Austin, Texas 78767 Telephone 512-499-2000

February 4, 1996

FF Mike Martinez
Austin Fire Department

Dear Firefighter Martinez:

On behalf of the Austin Fire Department, I am pleased to present you with a **Letter of Appreciation** for the actions you took to assist with the Capital Area Food Bank's Harvest Fest Food Drive. Your willingness to volunteer your personal time to hand out collection bags on November 18, 1995, resulted in the food bank collecting nearly 3,500 pounds of food for needy families in just three hours. Your compassionate efforts have enhanced the image of all Austin firefighters.

You are to be commended for your outstanding service to this Department and this community.

Sincerely,

Robin Paulsgrove
Fire Chief
Austin Fire Department

PHOENIX AWARD



THE AUSTIN FIRE DEPARTMENT

recognizes

Michael Martinez

for the Outstanding Service of

SAVING A LIFE

November 25, 1994

as part of the Austin, Texas
Emergency Medical Team


Fire Chief




Medical Director



City of Austin

Founded by Congress, Republic of Texas, 1839

Municipal Building, Eighth at Colorado, P.O. Box 1088, Austin, Texas 78767 Telephone 512/499-2000

March 26, 1993

Prob. Firefighter Michael W. Martinez
Engine 5 "C"
Austin Fire Department

Dear Mike:

On behalf of the Austin Fire Department, it is with great pride that I present to you the department's **Phoenix** award.

As you know, this recognition is accorded to those members of our department and E.M.S. who have been involved in the successful resuscitation of a patient from a life threatening state. Applying the knowledge and skills that you have spent so long honing must certainly provide you with a great deal of satisfaction when the ultimate payoff of saving a life occurs. Your actions on behalf of the citizens of Austin serve as proof that CPR does save lives.

Your display of the **teamwork, performance, and professionalism** that are our departments **values** are to be congratulated. Thank you for a job well done.

Sincerely,

Bill Roberts
Fire Chief
Austin Fire Department

BR:vo

xc: Personnel File

**AUSTIN FIRE DEPARTMENT
PERSONNEL DEVELOPMENT EVALUATION**

PDE Plan

Employee Name:
Martinez, Michael
Position Title: Firefighter – Operations

TEXFIR #: Specialty Team Assignment:

Section/Unit Assignment:
Engine 5-C

Supervisor's Name:
Lt. David Lundstedt
Fiscal Year: 00-01

Second Level Supervisor's Name:
B.C. Tim Mikes
Plan Start Date: 10/00

Major Job Responsibilities for this position:

This employee is accountable for:

1. AFD Core Requirements
2. Combat Operations Management

All Supervisors will discuss with their employees how to:

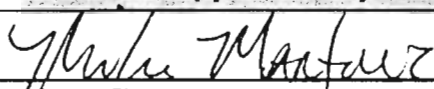
- ☒ Contribute to AFD's Mission and Vision
- ☒ Provide quality customer service
- ☒ Contribute to the AFD's Strategic Plan & Annual Action Plan
- ☒ Fulfill the major responsibilities of their job.
- ☒ Participate in all required CE training annually.

Personnel Policies Review:

- ☒ We have reviewed and discussed important personnel policies including the current Sexual Harassment Policy (Gen. Order H-12)

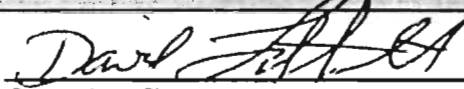
- ☒ Employees are expected to adhere to all department and City personnel policies

My signature below acknowledges that I have discussed the above expectations with my supervisor, and I have a current copy of the City of Austin Personnel Policies Handbook.


Employee Signature

4-17-01

Date


Supervisor Signature

4-13-01

Date

AFD MISSION: The Preservation of Life and Property is the Central Mission of the Fire Department.

AFD VISION: The Austin Fire Department is accountable to our community for the highest quality safety services, including emergency response, emergency prevention, and community education.

AFD FY 2000-2001 GOALS:

- ☒ **Deliver comprehensive safety services of the highest quality.**
 - Strive for an increase in the percentage of fires confined to the room or area of origin.
 - Achieve a reduction in fire deaths.
- ☒ **Support and maintain a safe, healthy, well-trained and high performing workforce.**
 - Fire cadet certification exam will continue to exceed the state firefighter exam average
- ☒ **Provide high-quality first responder services as part of an integrated emergency medical care system.**
 - Increase in % of CPR saves prior to handoff to EMS personnel ;
 - Average EMT certification exam score will continue to exceed the state EMT exam average
- ☒ **Firefighters will be community resources for information about life safety knowledge and AFD Services.**
 - Continue to increase education among school students in the areas of fire safety
- ☒ **AFD will attract and retain a qualified and diverse workforce.**
 - Decrease employee turnover rate
- ☒ **The department will be accountable to our community for demonstrable results.**
 - To remain in the top three of the highest rated services in the "Voice of the Customer" survey

Ratings: S= Successful (Meets), E= Exceptional (Exceeds), U= Unacceptable (Does Not Meet)

Major Job Responsibility: AFD Core Requirements

- > **Key Customers:** Citizens, Firefighters, Company Officers, Battalion Chiefs, other AFD sections, other public agencies and city depts.

Expected Accomplishments/Performance Measures:	S	E	U
<input type="checkbox"/> Deals with the public in a professional manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains positive personal and professional appearance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains a physical fitness level commensurate with General Order HO7-B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains effective mental preparedness commensurate to General Order HO7-B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Obtains necessary CE hours for Firefighter, Medical, & special certifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains good knowledge of AFD SOP's, General and Special Orders, Rules & Regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Accepts responsibility and is accountable for actions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Major Job Responsibility: Combat Operations

- > **Key Customers:** Citizens, firefighters, Company Officers, Battalion Chiefs, other AFD sections, other public agencies and city departments

Expected Accomplishments/Performance Measures:	S	E	U
<input type="checkbox"/> Regularly performs equipment & maintenance checks to ensure service readiness of apparatus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains good knowledge & demonstrates proficiency of apparatus operations (pumping, hydraulics, ladder loading, etc.) as a relief driver (leave blank if no applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Demonstrates sound judgement, safe driving ability, habits & general safety as a relief driver (when applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains a strong knowledge of response territory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains and demonstrates proficient firefighting and rescue skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains and demonstrates quality medical skill delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fosters and maintains a "teamwork" environment; gets along well with others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fulfills assignment responsibilities to ensure success of AFD's Fire & Life Safety Day Program with AISD and other Public Fire Education activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Participates in neighborhood smoke detector/home hazard assessment drives in Targeted areas as directed by the Company Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Attends and actively participates in assigned Captain School training activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Demonstrates proficiency of apparatus, tool and equipment use of assigned company	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Follows safety procedures for personnel and work environments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintains personal protective equipment inventory & cleanliness for service delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Adequately performs daily facility maintenance duties and assignments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Participates constructively in the PDE process	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Special Notes: Supervisors are encouraged to complete this section. Attach additional sheets if more space is needed.

- Use the space below to communicate to the employee his/her Professional Development Plan and New Duties and Goals. This space may also be used to document Awards and Honors, Customer/Quality Service Recognition, Internal Service Contributions.

complete LEAPS Training
Study for Promotion

- Identify correction action taken by the supervisor during the last period. This includes any corrective actions taken by the supervisor during the last period. This includes formal counseling, written reprimands, VARB Impacts, suspension, demotion, etc. Provide a brief description of the nature of the performance requiring the action and date.)

SUPERVISOR COMMENTS (The supervisor is encouraged to write additional comments summarizing the overall results of the evaluation. Attach additional sheets if more space is needed.)

mike works really hard, doing an excellent job with his regular duties and his duties as union VP and PAL duties.

EMPLOYEE COMMENTS (The employee is encouraged to write comments here. If the employee does not wish to make comments, the employee should write "none". Attach additional sheets if more space is needed.)

None

My signature below acknowledges that I have discussed the above expectations/performance measures with my supervisor.

Employee Signature	[REDACTED]	4-17-01
Supervisor Signature	[REDACTED]	4-13-01
Next Level Supervisor Signature	[REDACTED]	4-22-01



City of Austin

Founded by Congress, Republic of Texas, 1839

Municipal Building, Eighth at Colorado, P.O. Box 1088, Austin, Texas 78767 Telephone 512/499-2000

October 19, 1993

Firefighter Mike Martinez
Station 5 "C"
Austin Fire Department

Dear Mike:

On behalf of the Austin Fire Department, I am pleased to present you with this **Letter of Appreciation** for the outstanding work you have done in less than a year with the Department. You have participated in several activities with the East Austin Youth Strategic Intervention for High Risk Youth (S.I.H.R.Y.) Program and also with the Educating Students through Opportunity and Service (E.S.O.S.) Program. You have been a Big Brother and are on call when help is needed for the youth in our community. Through these programs, you are enhancing the image of the Department as well as providing outstanding customer service which the City of Austin works toward.

The Fire Department recognizes and appreciates your humanitarian actions which speak highly of your character.

Sincerely,

Bill Roberts
Fire Chief
Austin Fire Department

BR:vo



AUSTIN FIRE DEPARTMENT PERSONNEL DEVELOPMENT EVALUATION

PDE Form		
Employee Name: <u>Mike Martinez</u>	TEXFIR #: <u>[REDACTED]</u>	
Position Title: Fire Fighter - Operations	Unit/Shift Assignment:	Specialty Team Assignment:
Supervisor's Name: <u>David Lundstedt</u>	Second Level Supervisor's Name: <u>Tim Mikes</u>	
Fiscal Year: 99-00	Plan Start Date: 10/99	

Major Job Responsibilities for this position - This employee is accountable for:	
1.	AFD Core Requirements
2.	Combat Operations
3.	
4.	
5.	

All supervisors will discuss with their employees how to:

- ☒ Contribute to AFD's Mission and Vision
- ☐ Provide quality customer service
- ☒ Contribute to the AFD's Strategic Plan & Annual Action Plan

- ☒ Fulfill the major responsibilities of their job.
- ☒ Participate in all required CE training annually.
- ☐

Personnel Policies Review	
<input checked="" type="checkbox"/> We have reviewed and discussed important personnel policies including the current Sexual Harassment Policy (Gen. Order H-12)	<input checked="" type="checkbox"/> Employees are expected to adhere to all department and City personnel policies

My signature below acknowledges that I have discussed the above expectations with my supervisor and have a current copy of the City of Austin Personnel Policies Handbook	
--	--

Mike Martinez 4-18-2000
 Employee Signature Date

David Lundstedt 4-18-00
 Supervisor Signature Date

AFD 10/99 PDE: Firefighter - Operations	Employee Name: <u>Mike Martinez</u>	TEXFIR #: <u>[REDACTED]</u>
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AUSTIN FIRE DEPARTMENT

MISSION

The Preservation of Life and Property is the Central Mission of the Fire Department.

VISION

The Austin Fire Department is accountable to our community for the highest quality safety services, including emergency response, emergency prevention, and community education.

OUR COMPETITIVE FUTURE DEPENDS ON:



Delivering comprehensive safety services of the highest quality



Supporting and maintaining a safe, healthy, well-trained and high performing workforce



Providing high-quality first responder service as part of an integrated emergency medical care system



Becoming community resources for life safety knowledge and information about AFD services



Attracting and retaining a qualified and diverse workforce



Accountable to our community for demonstrable results

Ratings: S= Successful (Meets), E= Exceptional (Exceeds), U= Unacceptable (Does Not Meet)

#	Major Job Responsibility	Key Customers	Expected Accomplishment/ Performance Measures	Spring Rating			Fall Rating		
				S	E	U	S	E	U
1	AFD Core Requirements	Citizens, Firefighters, Company Officers, Battalion Chiefs, other AFD Sections, public agencies and city depts.	Deals with the public in a professional manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Maintains positive personal and professional appearance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Maintains a physical fitness level commensurate to General Order HO7-B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Maintains effective mental preparedness commensurate to General Order HO7-B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Obtains necessary CE hours for Firefighter, Medical, & special certifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Maintains good knowledge of AFD SOP's, General and Special Orders, Rules & Regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Accepts responsibility and is accountable for actions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Combat Operations	Citizens, Firefighters, Company Officers, Battalion Chiefs, other AFD Sections, public agencies and city depts.	Regularly performs equipment and maintenance checks to ensure service readiness of apparatus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Maintains good knowledge and demonstrates proficiency of apparatus operations (pumping, hydraulics, ladder loading, etc.) as a relief driver (leave blank if not applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Demonstrates sound judgement, safe driving ability, habits and general safety as a relief driver (when applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Actively participates in the Company assigned inspections of the AFD In-Service Inspection Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Fosters and maintains a "teamwork" environment; gets along well with others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Maintains a strong knowledge of response territory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Maintains and demonstrates proficient firefighting and rescue skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Maintains and demonstrates quality medical skill delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Fulfills assignment responsibilities to ensure success of AFD's Fire & Life Safety Day Program with AISD and other Public Fire Education activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Participates in neighborhood smoke detector/home hazard assessment drives in targeted areas as directed by the Company Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

S	E	U	S	E	U
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AFD 10/99 PDE: Firefighter - Operations

Employee Name: *Mike Martinez*

TEXFIR #

Revised 2/00

Combat Operations (continued)	Attends and actively participates in assigned Captain School training activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrates proficiency of apparatus, tool and equipment use of assigned company	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Follows safety procedures for personnel and work environments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Adequately performs daily facility maintenance duties and assignments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Maintains personal protective equipment inventory & cleanliness for service duty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Participates constructively in the PDE process	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROFESSIONAL DEVELOPMENT PLAN (Include any additionally assigned Prof. Develop. schools, seminars, etc.)

Development Activities

Expected Benefits

Outcomes Achieved

NEW DUTIES & GOALS (List any new duties & goals assigned or requested of the employee for the next rating period)Spring Rating PeriodFall Rating Period**AWARDS & HONORS** (List any award or honor received by the employee during this period. Provide a brief description for the purpose of award and who the award/honor was from.)Spring Rating PeriodFall Rating Period

AFD 10/99 PDE: Firefighter - Operations

Employee Name: *Mike Martinez*

TEXFIR #

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**CUSTOMER/QUALITY
SERVICE RECOGNITION**

List any recognitions (letters, thank-you's, kudos) from internal/external customers directed to the employee during this period. Provide a brief description of the service rendered and whom the recognition was from.

Spring Rating Period
Fall Rating Period

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**INTERNAL SERVICE
CONTRIBUTIONS**

(List any contributions made by the employee such as AFD internal committees, task forces, or special project that were outside the regular scope of duty during this period)

Spring Rating Period
Fall Rating Period

--	--

CORRECTIVE ACTION

(List any corrective actions taken by the supervisor during the last period. This includes formal counseling, written reprimands, VARE impacts, suspension, demotion, etc. Provide a brief description of the nature of the performance requiring the action and date.)

Spring Rating Period
Fall Rating Period

--	--

AFD 10/99 PDE: Firefighter - Operations

Employee Name: Mike Martinez

TEXTFIR #:

--	--

SUPERVISOR COMMENTS (The supervisor is encouraged to write additional comments summarizing the overall results of the evaluation. Attach additional sheets if more space is needed.)

<u>Spring Rating Period</u>	<u>Fall Rating Period</u>
Mike does a fine job in both the fire fighting and medical aspects of his job.	

EMPLOYEE COMMENTS (The employee is encouraged to write comments here. If the employee does not wish to make comments, the employee should write "none". Attach additional sheets if more space is needed.)

<u>Spring Rating Period</u>	<u>Fall Rating Period</u>
I Love My Lt. And my CHIEF!	

My signature below acknowledges that I have discussed the above expectations/performance measures with my supervisor.

<u>Spring Rating Period</u>	<u>Fall Rating Period</u>								
<table border="1"> <tr> <td>Mike Martinez</td> <td>4-19-2000</td> </tr> <tr> <td>Employee Signature</td> <td>Date</td> </tr> </table>	Mike Martinez	4-19-2000	Employee Signature	Date	<table border="1"> <tr> <td></td> <td></td> </tr> <tr> <td>Employee Signature</td> <td>Date</td> </tr> </table>			Employee Signature	Date
Mike Martinez	4-19-2000								
Employee Signature	Date								
Employee Signature	Date								

AFD 10/99 PDE: Firefighter - Operations	Employee Name: Mike Martinez	TEXFIR #: [REDACTED]
---	------------------------------	----------------------

<i>Don Fabbe</i>	4-18-00		
Supervisor Signature *	Date	Supervisor Signature	Date
<i>Keith Weiss</i>	4-30-00		
Next Level Supervisor Signature	Date	Next Level Supervisor Signature	Date



AUSTIN FIRE DEPARTMENT PERSONNEL DEVELOPMENT EVALUATION

Employee Name: <u>Michael Martinez</u>		TEXFIR #: <u>[REDACTED]</u>	
Position Title: <u>Fire Fighter - Operations</u>		Unit/Shift Assignment: <u>Eng. 5-C</u>	Specialty Team Assignment:
Supervisor's Name: <u>Lt. D. Lundstedt</u>		Second Level Supervisor's Name: <u>BC. Tim Mikes</u>	
Fiscal Year: <u>98-99</u>		Plan Start Date: <u>1/99</u>	

Major Job Responsibilities for this position. This employee is accountable for:	
1. AFD Core Requirements	
2. Combat Operations	
3.	
4.	
5.	

All supervisors will discuss with their employees how to:

- ☒ Contribute to AFD's Mission and Vision
- ☒ Provide quality customer service
- ☒ Contribute to the AFD's Strategic Plan & Annual Action Plan

- ☒ Fulfill the major responsibilities of their job.
- ☒ Participate in all required CE training annually.
- ☐

Personnel Policy Review	
<input checked="" type="checkbox"/> We have reviewed and discussed important personnel policies including the current Sexual Harassment Policy (Gen. Order H-12)	<input checked="" type="checkbox"/> Employees are expected to adhere to all department and City personnel policies

My signature below acknowledges that I have discussed the above information with my supervisor and I have a current copy of the City of Austin Personnel Policies Handbook.

<u>Mike Martinez</u>	<u>4-30-99</u>	<u>Dan Lundstedt</u>	<u>4-27-99</u>
Employee Signature	Date	Supervisor Signature	Date

AFD 1/99 PDE: Fire Fighter - Operations	Employee Name: <u>Michael Martinez</u>	TEXFIR #: <u>[REDACTED]</u>
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AUSTIN FIRE DEPARTMENT

MISSION

The Preservation of Life and Property is the Central Mission of the Fire Department.

VISION

The Austin Fire Department is accountable to our community for the highest quality safety services, including emergency response, emergency prevention, and community education.

OUR COMPETITIVE FUTURE DEPENDS ON:



Delivering comprehensive safety services of the highest quality



Supporting and maintaining a safe, healthy, well-trained and high performing workforce



Providing high-quality first responder service as part of an integrated emergency medical care system



Becoming community resources for life safety knowledge and information about AFD services



Attracting and retaining a qualified and diverse workforce



Accountable to our community for demonstrable results

Ratings: S= Successful (Meets), E= Exceptional (Exceeds), U= Unacceptable (Does Not Meet)

#	Major Job Responsibility	Key Customer	Expected Accomplishments/Performance Measures	Spring Rating			Fall Rating		
				S	E	U	S	E	U
1	AFD Core Requirements	Citizens, Firefighters, Company Officers, Battalion Chiefs, other AFD Sections, public agencies and city depts.	Deals with the public in a professional manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Maintains positive personal and professional appearance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Maintains a physical fitness level commensurate to General Order HO7-B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Maintains effective mental preparedness commensurate to General Order HO7-B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Obtains necessary CE hours for Firefighter, Medical, & special certifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Maintains good knowledge of AFD SOP's, General and Special Orders, Rules & Regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Accepts responsibility and is accountable for actions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Combat Operations	Citizens, Firefighters, Company Officers, Battalion Chiefs, other AFD Sections, public agencies and city depts.	Regularly performs equipment and maintenance checks to ensure service readiness of apparatus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Maintains good knowledge and demonstrates proficiency of apparatus operations (pumping, hydraulics, ladder loading, etc.) as a relief driver (leave blank if not applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Demonstrates sound judgement, safe driving ability, habits and general safety as a relief driver (when applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Actively participates in the Company assigned inspections of the AFD In-Service Inspection Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Fosters and maintains a "teamwork" environment; gets along well with others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Maintains a strong knowledge of response territory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Maintains and demonstrates proficient firefighting and rescue skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Maintains and demonstrates quality medical skill delivery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Fulfills assignment responsibilities to ensure success of AFD's Fire & Life Safety Day Program with AISD and other Public Fire Education activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Participates in neighborhood smoke detector drives in targeted areas as directed by the Company Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Ratings: S= Successful (Meets), E= Exceptional (Exceeds), U= Unacceptable (Does Not Meet)

Major Job Responsibility	Key Customer	Expected Accomplishment / Performance Measures	Spring Rating			Fall Rating		
			S	E	U	S	E	U
Combat Operations (continued)		Attends and actively participates in assigned Captain School training activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Demonstrates proficiency of apparatus, tool and equipment use of assigned company	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Follows safety procedures for personnel and work environments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Adequately performs daily facility maintenance duties and assignments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Maintains personal protective equipment inventory & cleanliness for service duty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Participates constructively in the PDE process	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROFESSIONAL DEVELOPMENT PLAN (Include any additionally assigned Prof. Develop. schools, seminars, etc.)

Development Activities

Expected Benefits

Outcomes Achieved

NEW DUTIES & GOALS (List any new duties & goals assigned or requested of the employee for the next rating period)Spring Rating PeriodFall Rating Period

AFD 1/99 PDE: Fire Fighter - Operations

Employee Name: *Michael Mastinez*

TEXFIR #: [REDACTED]

AWARDS & HONORS (List any awards or honors received by the employee during this period. Provide a brief description for the purpose of award and who the award/honor was from.)	
<u>Spring Rating Period</u>	<u>Fall Rating Period</u>
Phoenix award for CPR save	

<u>Spring Rating Period</u>	<u>Fall Rating Period</u>
Phoenix award for CPR save	

CUSTOMER/QUALITY SERVICE RECOGNITION (List any recognitions (letters, thank-you, kudos) from internal/external customers directed to the employee during this period. Provide a brief description of the service rendered and whom the recognition was from.)	
<u>Spring Rating Period</u>	<u>Fall Rating Period</u>

<u>Spring Rating Period</u>	<u>Fall Rating Period</u>

INTERNAL SERVICE CONTRIBUTIONS (List any contributions made by the employee such as AFD internal committees, task forces, or special project that were outside the regular scope of duty during this period)	
<u>Spring Rating Period</u>	<u>Fall Rating Period</u>

<u>Spring Rating Period</u>	<u>Fall Rating Period</u>

CORRECTIVE ACTION (List any corrective actions taken by the supervisor during the last period. This includes formal counseling, written reprimands, VARB impacts, suspension, demotion, etc. Provide a brief description of the nature of the performance requiring the action and date.)	
Spring Rating Period	Fall Rating Period

SUPERVISOR COMMENTS (The supervisor is encouraged to write additional comments summarizing the overall results of the evaluation. Attach additional sheets if more space is needed.)	
Spring Rating Period	Fall Rating Period

EMPLOYEE COMMENTS (The employee is encouraged to write comments here. If the employee does not wish to make comments, the employee should write "none". Attach additional sheets if more space is needed.)	
Spring Rating Period	Fall Rating Period



My signature below acknowledges that I have discussed the above expectations/performance measures with my supervisor.			
Spring Rating Period		Fall Rating Period	
Mike Martinez	4-27-99	Mike Martinez	10-18-99
Employee Signature	Date	Employee Signature	Date
David Lundt	4-27-99	David Lundt	10-18-99
Supervisor Signature	Date	Supervisor Signature	Date
Tim M. Lee	4-30-99	Tim M. Lee	10-27-99
Next Level Supervisor Signature	Date	Next Level Supervisor Signature	Date



Lt. David Lundstedt
Fire Station 5-C
926-6701

Michael Martinez, TXFR [REDACTED] has earned an exceptional rating in medical skill delivery for earning a Phoenix award for a CPR save.

A handwritten signature in cursive script, appearing to read "David Lundstedt".

David Lundstedt

Austin Fire Department PERSONNEL DEVELOPMENT EVALUATION		I. EMPLOYEE EVALUATION					II. DEVELOPMENT INTERVIEW				
		BOTTOM	LOWER	MIDDLE	UPPER	TOP					
Form: EMPLOYEE (AFD 1003-E)		TASK PERFORMANCE					Performance Strengths: Has a professional attitude and performs his duties in a conscientious manner. Dedicated to do well in his probationary exam.				
Name: <u>Martinez Mike</u>		Applies safety standards and practices									
Rank: <u>P.F.F.</u> Date: <u>9-19-93</u>		Responds to orders and requests									
 		Applies standard techniques									
		Maintains facilities and equipment									
		Maintains physical conditioning									
		COMMUNICATION SKILLS									
Development Ladder		Communicates effectively in work groups					Improvement Objective: Prepare himself to become a relief driver. Action Steps: 1. Learn to drive streets in a company school. 2. Complete steps to become relief driver by notifying training				
TOP Outstanding performance deserving of commendation; your supervisors appreciate your exceptional effort; well done!		Presents complaints/criticisms in a constructive manner									
		Deals with the public in a professional manner									
		Listens effectively									
		QUALITY OF EFFORT									
		Accepts responsibility for actions									
UPPER Good performance in this evaluation measure; thank you for your extra effort!		Observes deadlines, time constraints					Improvement Objective: Conduct classes for company School. Action Steps: 1. Use available books, materials, etc. to present a class. 2. Ask supervisor for assistance.				
		Aggressively pursues task assignments									
		Performs job in a professional, dedicated manner									
		Demonstrates initiative									
		ATTITUDE									
MIDDLE Your performance in this area is satisfactory; while acceptable, you are encouraged to work with your supervisor to improve your performance.		Maintains interest in professional development					What Can The Supervisor Do To Help The Employee? I will support and assist Mike in his goal to be a relief driver and teaching company classes.				
		Participates constructively in Personnel Development Procedure									
		Maintains positive, cooperative attitude									
		Maintains a professional appearance									
		Participates constructively in Personal Development Evaluation									
LOWER This is an area of performance where the need for improvement is indicated; your supervisor will assist you in developing improvement objectives.		KNOWLEDGE OF JOB REQUIREMENTS					Employee Comments:				
		Understands and applies Department Policies and Procedures									
		Understands and applies Department Rules and Regulations									
		Understands and executes the responsibilities of his/her rank									
		Understands and executes the responsibilities of his/her assignment									
BOTTOM In this evaluation measure, your performance is not acceptable; improvement objectives should be designed for immediate action.		Rated Employee: <u>Mike Martinez</u> First Level Supervisor: <u>Raymond M. Hargis</u> Second Level Supervisor: <u>Tom J. Miller</u>									

Austin Fire Department PERSONNEL DEVELOPMENT EVALUATION		I. EMPLOYEE EVALUATION					II. DEVELOPMENT INTERVIEW				
		BOTTOM	LOWER	MIDDLE	UPPER	TOP	Performance Strengths: As a firefighter Martinez presents himself very well and in a professional manner. His attitude and dedication to his job makes him stand out. He has done an exceptional job and proud to have him as a member of Engine 5. Improvement Objective: Need to take on the responsibility of Relief Driver. Action Steps: 1. Continue learning assigned territory. 2. Become proficient in pump operations and responsibility of Officer in Charge. 3. Learn station duties of Officer-in-charge and assist him in performing duties. Improvement Objective: Conduct classes for company School. 1. Use available materials to present company school. 2. Ask supervisor for assistance in conducting company school. What Can The Supervisor Do To Help The Employee? Employee Comments:				
Form: EMPLOYEE (AFD 1003-E)		TASK PERFORMANCE									
Name: Martinez Mike		Applies safety standards and practices									
Rank: FF.		Responds to orders and requests									
Date: 3-12-94		Applies standard techniques									
 		Maintains facilities and equipment									
		Maintains physical conditioning									
		COMMUNICATION SKILLS									
		Communicates effectively in work groups									
Development Ladder		Presents complaints/criticisms in a constructive manner									
TOP Outstanding performance deserving of commendation; your supervisors appreciate your exceptional effort; well done!		Deals with the public in a professional manner									
		Listens effectively									
		QUALITY OF EFFORT									
		Accepts responsibility for actions									
UPPER Good performance in this evaluation measure; thank you for your extra effort!		Observes deadlines, time constraints									
		Aggressively pursues task assignments									
		Performs job in a professional, dedicated manner									
		Demonstrates initiative									
MIDDLE Your performance in this area is satisfactory; while acceptable, you are encouraged to work with your supervisor to improve your performance.		ATTITUDE									
		Maintains interest in professional development									
		Participates constructively in Personnel Development Procedure									
		Maintains positive, cooperative attitude									
LOWER This is an area of performance where the need for improvement is indicated; your supervisor will assist you in developing improvement objectives.		Maintains a professional appearance									
		Participates constructively in Personal Development Evaluation									
		KNOWLEDGE OF JOB REQUIREMENTS									
		Understands and applies Department Policies and Procedures									
BOTTOM In this evaluation measure, your performance is not acceptable; improvement objectives should be designed for immediate action.		Understands and applies Department Rules and Regulations									
		Understands and executes the responsibilities of his/her rank									
		Understands and executes the responsibilities of his/her assignment									
		Rated Employee: Mike Martinez									
		First Level Supervisor: Raymond M. [Signature]									
		Second Level Supervisor: [Signature]									

Austin Fire Department PERSONNEL DEVELOPMENT EVALUATION		I. EMPLOYEE EVALUATION					II. DEVELOPMENT INTERVIEW				
Form: EMPLOYEE (AFD 1003-E)		TASK PERFORMANCE					Performance Strengths:				
Name: <u>Martinez Mike</u>		COMMUNICATION SKILLS					Improvement Objective:				
Rank: <u>Firefighter</u> Date: <u>8-24-10-10-74</u>		QUALITY OF EFFORT					Action Steps:				
Development Ladder		ATTITUDE					Improvement Objective:				
TOP Outstanding performance deserving of commendation; your supervisors appreciate your exceptional effort; well done!		KNOWLEDGE OF JOB REQUIREMENTS					Action Steps:				
UPPER Good performance in this evaluation measure; thank you for your extra effort!		Rated Employee: <u>Mike Martinez</u>					What Can The Supervisor Do To Help The Employee?				
MIDDLE Your performance in this area is satisfactory; while acceptable, you are encouraged to work with your supervisor to improve your performance.		First Level Supervisor: <u>Kevin M. Haggerty</u>					Employee Comments:				
LOWER This is an area of performance where the need for improvement is indicated; your supervisor will assist you in developing improvement objectives.		Second Level Supervisor: <u>Tim M...</u>									
BOTTOM In this evaluation measure, your performance is not acceptable; improvement objectives should be designed for immediate action.											

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Austin Fire Department PERSONNEL DEVELOPMENT EVALUATION		I. EMPLOYEE EVALUATION					II. DEVELOPMENT INTERVIEW				
Form: EMPLOYEE (AFD 1003-E)		TASK PERFORMANCE					Performance Strengths:				
Name: <u>Martinez Mike</u>		Applies safety standards and practices					job in performing his duties as a firefighter and				
Rank: <u>FF</u>		Responds to orders and requests					relief driver. His attitude and dedication				
Date: <u>3-16-95</u>		Applies standard techniques					to his job makes him a valuable crew member				
		Maintains facilities and equipment					to the company and district.				
		Maintains physical conditioning									
		COMMUNICATION SKILLS					Improvement Objective:				
		Communicates effectively in work groups					Career and Professional				
		Presents complaints/criticisms in a constructive manner					Action Steps:				
		Deals with the public in a professional manner					1. Apply to the NFA				
		Listens effectively					2. Study for Promotion				
							3. Maintain Proficiency Proficiency				
							with pump operations				
Development Ladder		QUALITY OF EFFORT					Improvement Objective:				
		Accepts responsibility for actions									
		Observes deadlines, time constraints									
		Aggressively pursues task assignments									
		Performs job in a professional, dedicated manner									
		Demonstrates initiative									
		ATTITUDE					Action Steps:				
		Maintains interest in professional development									
		Participates constructively in Personnel Development Procedure									
		Maintains positive, cooperative attitude									
		Maintains a professional appearance									
		Participates constructively in Personal Development Evaluation									
		KNOWLEDGE OF JOB REQUIREMENTS					What Can The Supervisor Do To Help The Employee?				
		Understands and applies Department Policies and Procedures									
		Understands and applies Department Rules and Regulations									
		Understands and executes the responsibilities of his/her rank									
		Understands and executes the responsibilities of his/her assignment					Employee Comments:				
TOP											
UPPER											
MIDDLE											
LOWER											
BOTTOM											
TOP Outstanding performance deserving of commendation; your supervisors appreciate your exceptional effort; well done!											
UPPER Good performance in this evaluation measure; thank you for your extra effort!											
MIDDLE Your performance in this area is satisfactory; while acceptable, you are encouraged to work with your supervisor to improve your performance.											
LOWER This is an area of performance where the need for improvement is indicated; your supervisor will assist you in developing improvement objectives.											
BOTTOM In this evaluation measure, your performance is not acceptable; improvement objectives should be designed for immediate action.											
		Rated Employee: <u>Mike Martinez</u>									
		First Level Supervisor: <u>Kenneth M. H. [Signature]</u>									
		Second Level Supervisor: <u>Tim [Signature]</u>									

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Austin Fire Department PERSONNEL DEVELOPMENT EVALUATION		I. EMPLOYEE EVALUATION					II. DEVELOPMENT INTERVIEW				
Form: EMPLOYEE (AFD 1003-E)		TASK PERFORMANCE					Performance Strengths: FF. Martinez has continued to do an outstanding job as a firefighter and relief driver. Outside of his station duties he has been an asset to the department. He is a valuable member not only to the company but to the Austin Fire Department. I have been very happy with his work and attitude. I have also been able to learn some things from him.				
Name: <u>Martinez Mike</u>		COMMUNICATION SKILLS					Improvement Objective: <u>Promotion</u>				
Rank: <u>FF</u> Date: <u>9-24-95</u>		QUALITY OF EFFORT					Action Steps: <u>1. Apply your self for promotion as Specialist</u>				
		ATTITUDE					Improvement Objective: <u>As Relief Driver</u>				
Development Ladder		KNOWLEDGE OF JOB REQUIREMENTS					Action Steps: <u>1. Continue to study territory</u>				
TOP Outstanding performance deserving of commendation; your supervisors appreciate your exceptional effort; well done!		Understands and applies Department Policies and Procedures					<u>2. Communicate with Officer in charge about any problems with apparatus, so operation can run efficiently</u>				
UPPER Good performance in this evaluation measure; thank you for your extra effort!		Understands and applies Department Rules and Regulations					What Can The Supervisor Do To Help The Employee?				
MIDDLE Your performance in this area is satisfactory; while acceptable, you are encouraged to work with your supervisor to improve your performance.		Understands and executes the responsibilities of his/her rank					Employee Comments:				
LOWER This is an area of performance where the need for improvement is indicated; your supervisor will assist you in developing improvement objectives.		Understands and executes the responsibilities of his/her assignment									
BOTTOM In this evaluation measure, your performance is not acceptable; improvement objectives should be designed for immediate action.		Rated Employee: <u>Mike Martinez</u> <u>9-24-95</u>									
		First Level Supervisor: <u>[Signature]</u>									
		Second Level Supervisor: <u>[Signature]</u>									

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Austin Fire Department PERSONNEL DEVELOPMENT EVALUATION		I. EMPLOYEE EVALUATION					II. DEVELOPMENT INTERVIEW				
Form: EMPLOYEE (AFD 1003-E)		TASK PERFORMANCE					Performance Strengths:				
Name: <u>Martinez Mike</u>		Applies safety standards and practices					Continues to do an excellent job at Station 5				
Rank: <u>FF</u> Date: <u>3-17-96</u>		Responds to orders and requests					and with other department activities.				
		Applies standard techniques					Dependable firefighter and well motivated individual.				
		Maintains facilities and equipment									
		Maintains physical conditioning									
		COMMUNICATION SKILLS					Improvement Objective: <u>Promotion</u>				
		Communicates effectively in work groups									
		Presents complaints/criticisms in a constructive manner									
		Deals with the public in a professional manner									
		Listens effectively									
		QUALITY OF EFFORT					Action Steps:				
		Accepts responsibility for actions					1. Take advantage of promotional opportunity				
		Observes deadlines, time constraints									
		Aggressively pursues task assignments									
		Performs job in a professional, dedicated manner									
		Demonstrates initiative									
		ATTITUDE					Improvement Objective: <u>As Relief driver demonstrate proper skills on the operation of apparatus.</u>				
		Maintains interest in professional development					Action Steps:				
		Participates constructively in Personnel Development Procedure					1. Demonstrate proficiency of pump operating skills				
		Maintains positive, cooperative attitude					with 2 practice pumping sessions (Day and night)				
		Maintains a professional appearance					2. Go over procedures of foam production equipment				
		Participates constructively in Personal Development Evaluation					3. Review maintenance policies etc. G.O. C-16, E-13 and E-14 Pages				
		KNOWLEDGE OF JOB REQUIREMENTS					4. Participate on multi-company drills (Cyl will provide Scenario)				
		Understands and applies Department Policies and Procedures					What Can The Supervisor Do To Help The Employee?				
		Understands and applies Department Rules and Regulations									
		Understands and executes the responsibilities of his/her rank									
		Understands and executes the responsibilities of his/her assignment									
		Rated Employee: <u>Mike Martinez</u> <u>3-17-96</u>					Employee Comments:				
		First Level Supervisor: <u>Raymond M. [Signature]</u>									
		Second Level Supervisor: <u>Tim [Signature]</u>									

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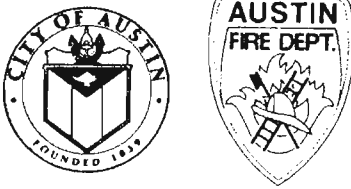
Austin Fire Department PERSONNEL DEVELOPMENT EVALUATION		I. EMPLOYEE EVALUATION					BOTTOM	LOWER	MIDDLE	UPPER	TOP	II. DEVELOPMENT INTERVIEW	
Form: EMPLOYEE (AFD 1003-E)		TASK PERFORMANCE										Performance Strengths: <i>Excellent attitude</i> <i>Experience level</i> <i>Dedication</i> <i>Professionalism</i>	
Name: <i>Martinez Mike</i>		Applies safety standards and practices								✓			
Rank: <i>FF</i>		Responds to orders and requests								✓			
Date: <i>9-30-96</i>		Applies standard techniques								✓			
		Maintains facilities and equipment								✓			
		Maintains physical conditioning									✓	Improvement Objective: <i>Career and Professional</i>	
 		COMMUNICATION SKILLS											
		Communicates effectively in work groups									✓		
		Presents complaints/criticisms in a constructive manner									✓		
		Deals with the public in a professional manner									✓		
		Listens effectively									✓		
Development Ladder		QUALITY OF EFFORT										Action Steps: <i>1. Apply to the NFA</i>	
TOP Outstanding performance deserving of commendation; your supervisors appreciate your exceptional effort; well done!		Accepts responsibility for actions								✓			
		Observes deadlines, time constraints								✓			
		Aggressively pursues task assignments								✓			
		Performs job in a professional, dedicated manner									✓		
		Demonstrates initiative									✓		
UPPER Good performance in this evaluation measure; thank you for your extra effort.		ATTITUDE										Improvement Objective: Action Steps:	
		Maintains interest in professional development								✓			
		Participates constructively in Personnel Development Procedure								✓			
		Maintains positive, cooperative attitude								✓			
		Maintains a professional appearance									✓		
MIDDLE Your performance in this area is satisfactory; while acceptable, you are encouraged to work with your supervisor to improve your performance.		Participates constructively in Personal Development Evaluation								✓		What Can The Supervisor Do To Help The Employee?	
		KNOWLEDGE OF JOB REQUIREMENTS											
		Understands and applies Department Policies and Procedures								✓			
		Understands and applies Department Rules and Regulations								✓			
		Understands and executes the responsibilities of his/her rank								✓			
LOWER This is an area of performance where the need for improvement is indicated; your supervisor will assist you in developing improvement objectives.		Understands and executes the responsibilities of his/her assignment								✓		Employee Comments:	
		BOTTOM In this evaluation measure, your performance is not acceptable; improvement objectives should be designed for immediate action.											
		Rated Employee: <i>Mike Martinez</i> <i>9-30-96</i>											
		First Level Supervisor: <i>Raymond N. H. [Signature]</i>											
		Second Level Supervisor: <i>Tim [Signature]</i>											

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Austin Fire Department PERSONNEL DEVELOPMENT EVALUATION		I. EMPLOYEE EVALUATION						II. DEVELOPMENT INTERVIEW							
Form: EMPLOYEE (AFD 1003-E)		TASK PERFORMANCE						Performance Strengths: <i>Maintains and Executes a High Level of Professionalism and Attitude.</i>							
Name: <i>Martinez Mike</i>		Applies safety standards and practices								Improvement Objective: <i>For Professional Development</i>					
Rank: <i>FF</i> Date: <i>3-23-97</i>		Responds to orders and requests										Action Steps: <i>1. Study for Promotion 2. Perform Building Inspections 3. Fill out TXFRS and TSUPs 4. Assist in Prefire planning 5. Apply for the NFA</i>			
 		Applies standard techniques												Improvement Objective: <i>Continue to Study Territory</i>	
		Maintains facilities and equipment													
		Maintains physical conditioning						What Can The Supervisor Do To Help The Employee?							
		COMMUNICATION SKILLS								Employee Comments:					
Communicates effectively in work groups						<p>TOP Outstanding performance deserving of commendation; your supervisors appreciate your exceptional effort; well done!</p> <p>UPPER Good performance in this evaluation measure; thank you for your extra effort!</p> <p>MIDDLE Your performance in this area is satisfactory; while acceptable, you are encouraged to work with your supervisor to improve your performance.</p> <p>LOWER This is an area of performance where the need for improvement is indicated; your supervisor will assist you in developing improvement objectives.</p> <p>BOTTOM In this evaluation measure, your performance is not acceptable; improvement objectives should be designed for immediate action.</p>									
Presents complaints/criticisms in a constructive manner												<p>Rated Employee: <i>Mike Martinez</i></p> <p>First Level Supervisor: <i>Raymond M. Hernandez</i></p> <p>Second Level Supervisor: <i>Tom Mikes</i></p>			
Deals with the public in a professional manner														<p>Development Ladder</p> <p>TOP Outstanding performance deserving of commendation; your supervisors appreciate your exceptional effort; well done!</p> <p>UPPER Good performance in this evaluation measure; thank you for your extra effort!</p> <p>MIDDLE Your performance in this area is satisfactory; while acceptable, you are encouraged to work with your supervisor to improve your performance.</p> <p>LOWER This is an area of performance where the need for improvement is indicated; your supervisor will assist you in developing improvement objectives.</p> <p>BOTTOM In this evaluation measure, your performance is not acceptable; improvement objectives should be designed for immediate action.</p>	
Listens effectively								<p>QUALITY OF EFFORT</p> <p>Accepts responsibility for actions</p> <p>Observes deadlines, time constraints</p> <p>Aggressively pursues task assignments</p> <p>Performs job in a professional, dedicated manner</p> <p>Demonstrates initiative</p> <p>ATTITUDE</p> <p>Maintains interest in professional development</p> <p>Participates constructively in Personnel Development Procedure</p> <p>Maintains positive, cooperative attitude</p> <p>Maintains a professional appearance</p> <p>Participates constructively in Personal Development Evaluation</p> <p>KNOWLEDGE OF JOB REQUIREMENTS</p> <p>Understands and applies Department Policies and Procedures</p> <p>Understands and applies Department Rules and Regulations</p> <p>Understands and executes the responsibilities of his/her rank</p> <p>Understands and executes the responsibilities of his/her assignment</p>							
QUALITY OF EFFORT <td colspan="2" rowspan="5" style="vertical-align: top; padding: 5px;"> <p>What Can The Supervisor Do To Help The Employee?</p> <p>Employee Comments:</p> </td>										<p>What Can The Supervisor Do To Help The Employee?</p> <p>Employee Comments:</p>					
Accepts responsibility for actions						<p>YOUR Safety Is OUR Business!</p> <p style="text-align: right;">FIRE ADMIN</p>									
Observes deadlines, time constraints												<p>YOUR Safety Is OUR Business!</p> <p style="text-align: right;">FIRE ADMIN</p>			
Aggressively pursues task assignments														<p>YOUR Safety Is OUR Business!</p> <p style="text-align: right;">FIRE ADMIN</p>	
Performs job in a professional, dedicated manner								<p>YOUR Safety Is OUR Business!</p> <p style="text-align: right;">FIRE ADMIN</p>							
Demonstrates initiative										<p>YOUR Safety Is OUR Business!</p> <p style="text-align: right;">FIRE ADMIN</p>					
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Maintains interest in professional development												<p>YOUR Safety Is OUR Business!</p> <p style="text-align: right;">FIRE ADMIN</p>			
Participates constructively in Personnel Development Procedure														<p>YOUR Safety Is OUR Business!</p> <p style="text-align: right;">FIRE ADMIN</p>	
Maintains positive, cooperative attitude								<p>YOUR Safety Is OUR Business!</p> <p style="text-align: right;">FIRE ADMIN</p>							
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Understands and applies Department Policies and Procedures														<p>YOUR Safety Is OUR Business!</p> <p style="text-align: right;">FIRE ADMIN</p>	
Understands and applies Department Rules and Regulations								<p>YOUR Safety Is OUR Business!</p> <p style="text-align: right;">FIRE ADMIN</p>							
Understands and executes the responsibilities of his/her rank										<p>YOUR Safety Is OUR Business!</p> <p style="text-align: right;">FIRE ADMIN</p>					
Understands and executes the responsibilities of his/her assignment						<p>YOUR Safety Is OUR Business!</p> <p style="text-align: right;">FIRE ADMIN</p>									
Rated Employee: <i>Mike Martinez</i>												<p>YOUR Safety Is OUR Business!</p> <p style="text-align: right;">FIRE ADMIN</p>			
First Level Supervisor: <i>Raymond M. Hernandez</i>														<p>YOUR Safety Is OUR Business!</p> <p style="text-align: right;">FIRE ADMIN</p>	
Second Level Supervisor: <i>Tom Mikes</i>								<p>YOUR Safety Is OUR Business!</p> <p style="text-align: right;">FIRE ADMIN</p>							
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Austin Fire Department PERSONNEL DEVELOPMENT EVALUATION		I. EMPLOYEE EVALUATION					II. DEVELOPMENT INTERVIEW				
		BOTTOM	LOWER	MIDDLE	UPPER	TOP					
Form: EMPLOYEE (AFD 1003-E)							Performance Strengths: High Experience level Excellent attitude Dependable Motivated				
Name: <u>Martinez Mike</u>											
Rank: <u>FF</u> Date: <u>Sept 25, 1997</u>											
Development Ladder											
TOP Outstanding performance deserving of commendation; your supervisors appreciate your exceptional effort; well done!							Improvement Objective: For Professional Development Action Steps: 1. Review Policy and Procedure Section C: Response and Emergency Scene Procedures; 2. Select one subject and conduct a class for the company.				
UPPER Good performance in this evaluation measure; thank you for your extra effort!											
MIDDLE Your performance in this area is satisfactory; while acceptable, you are encouraged to work with your supervisor to improve your performance.											
LOWER This is an area of performance where the need for improvement is indicated; your supervisor will assist you in developing improvement objectives.											
BOTTOM In this evaluation measure, your performance is not acceptable; improvement objectives should be designed for immediate action.											
							What Can The Supervisor Do To Help The Employee? Employee Comments:				

Austin Fire Department PERSONNEL DEVELOPMENT EVALUATION		I. EMPLOYEE EVALUATION					BOTTOM LOWER MIDDLE UPPER TOP					II. DEVELOPMENT INTERVIEW	
Form: EMPLOYEE (AFD 1003-E)		TASK PERFORMANCE										Performance Strengths: <i>Maintains and Executes a high level of Professionalism and Attitude Medical Skills are excellent.</i>	
Name: <i>Martinez Mike</i>		Applies safety standards and practices											
Rank: <i>FF</i>		Responds to orders and requests											
Date: <i>March 15, 1998</i>		Applies standard techniques											
		Maintains facilities and equipment											
		COMMUNICATION SKILLS										Improvement Objective: <i>Study for Promotion</i> Action Steps: <i>Review study source material</i>	
		Communicates effectively in work groups											
		Presents complaints/criticisms in a constructive manner											
		Deals with the public in a professional manner											
		Listens effectively											
Development Ladder		QUALITY OF EFFORT										Improvement Objective: <i>Box Alarm Territory</i> Action Steps: <i>1. Review street list 2. Walk street with crew</i>	
TOP Outstanding performance deserving of commendation; your supervisors appreciate your exceptional effort; well done! UPPER Good performance in this evaluation measure; thank you for your extra effort! MIDDLE Your performance in this area is satisfactory; while acceptable, you are encouraged to work with your supervisor to improve your performance. LOWER This is an area of performance where the need for improvement is indicated; your supervisor will assist you in developing improvement objectives. BOTTOM In this evaluation measure, your performance is not acceptable; improvement objectives should be designed for immediate action.		Accepts responsibility for actions											
		Observes deadlines, time constraints											
		Aggressively pursues task assignments											
		Performs job in a professional, dedicated manner											
				ATTITUDE									
Maintains interest in professional development													
Participates constructively in Personnel Development Procedure													
Maintains positive, cooperative attitude													
Maintains a professional appearance													
		KNOWLEDGE OF JOB REQUIREMENTS											
		Understands and applies Department Policies and Procedures											
		Understands and applies Department Rules and Regulations											
		Understands and executes the responsibilities of his/her rank											
		Understands and executes the responsibilities of his/her assignment											
		Rated Employee: <i>Mike Martinez</i> <i>3/15/98</i>											
		First Level Supervisor: <i>Raymond M. Hernandez</i>											
		Second Level Supervisor: <i>Samuel Beard</i>											

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FIRE ADMIN

Austin Fire Department PERSONNEL DEVELOPMENT EVALUATION		I. EMPLOYEE EVALUATION					II. DEVELOPMENT INTERVIEW				
Form: EMPLOYEE (AFD 1003-E)		TASK PERFORMANCE					Performance Strengths:				
Name: <u>Martinez Mike</u>		Applies safety standards and practices					- Professional and Dependable when performing his duties.				
Rank: <u>Fire Fighter</u> Date: <u>9-18-98</u>		Responds to orders and requests					- Great attitude and team player				
 		Applies standard techniques					- Provides Positive & constructive feedback when he participates in discussions. (Great Quality)				
		Maintains facilities and equipment					Improvement Objective: <u>Concerning Territory</u>				
Development Ladder TOP Outstanding performance deserving of commendation; your supervisors appreciate your exceptional effort; well done! UPPER Good performance in this evaluation measure; thank you for your extra effort! MIDDLE Your performance in this area is satisfactory; while acceptable, you are encouraged to work with your supervisor to improve your performance. LOWER This is an area of performance where the need for improvement is indicated; your supervisor will assist you in developing improvement objectives. BOTTOM In this evaluation measure, your performance is not acceptable; improvement objectives should be designed for immediate action.		Maintains physical conditioning					Action Steps: 1. Update Box Alarm maps in our territory. 2. Review streets in depth 3. Walk streets without problems 4. Post all phases of territory exams				
		COMMUNICATION SKILLS					Improvement Objective: <u>Relief Driver Responsibilities (New Engine)</u>				
		Communicates effectively in work groups					Action Steps: 1. Become proficient in operating pump and checking equipment on shift 2. Be comfortable in driving new engine				
		Presents complaints/criticisms in a constructive manner					What Can The Supervisor Do To Help The Employee?				
		Deals with the public in a professional manner					<div style="font-size: 2em; transform: rotate(-45deg); opacity: 0.5;"> Approved by: <u>[Signature]</u> </div>				
		Listens effectively									
		QUALITY OF EFFORT									
		Accepts responsibility for actions									
		Demonstrates initiative					<div style="font-size: 2em; transform: rotate(-45deg); opacity: 0.5;"> Approved by: <u>[Signature]</u> </div>				
		ATTITUDE									
		Maintains interest in professional development									
		Participates constructively in Personnel Development Procedure									
		Participates constructively in Personal Development Evaluation					<div style="font-size: 2em; transform: rotate(-45deg); opacity: 0.5;"> Approved by: <u>[Signature]</u> </div>				
		KNOWLEDGE OF JOB REQUIREMENTS									
		Understands and applies Department Policies and Procedures									
		Understands and applies Department Rules and Regulations									
		Understands and executes the responsibilities of his/her rank					<div style="font-size: 2em; transform: rotate(-45deg); opacity: 0.5;"> Approved by: <u>[Signature]</u> </div>				
		Understands and executes the responsibilities of his/her assignment									
		Rated Employee: <u>Mike Martinez</u> <u>9/18/98</u>									
		First Level Supervisor: <u>[Signature]</u>									
		Second Level Supervisor: <u>[Signature]</u>					Employee Comments:				

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