



District Scoring Rubric

Firefighter of the Year | EMS Responder of the Year

One sheet per nominee, per reviewer. Final score is the average of all reviewer sheets. Retain all sheets for district records.

STEP 1 — NOMINEE & REVIEWER

AWARD CATEGORY

☐ Firefighter of the Year☐ EMS Responder of the Year

NOMINEE NAME

DEPARTMENT

REVIEWER NAME

AWARD YEAR

DATE REVIEWED

STEP 2 — PACKET ELIGIBILITY CHECK

The packet must pass every item before scoring. Contact the department if any item fails.

- ☐ Department holds current SFFMA membership
- ☐ Nominee holds active individual SFFMA membership
- ☐ Nomination letter is on official letterhead with an authorized signature
- ☐ Packet Sections 1–4 complete and submitted on time
- ☐ At least one letter of recommendation included

☐ **PASS — proceed to scoring**☐ **FAIL — return to department**

CHECKED BY

DATE

STEP 3 — SCORING (100 POINTS TOTAL)

CATEGORY	SCORE GUIDE	SCORE / NOTES
Leadership Max 25 points Mentorship, communication, initiative, professionalism, role in department decisions.	22–25 Outstanding across multiple areas; clearly respected and followed 16–21 Solid examples; may be limited in breadth 9–15 Some leadership noted; examples are general 0–8 Little evidence beyond standard duties	/ 25
Operational Excellence Max 20 points Emergency response, patient care, fireground performance, decisions under pressure. Sustained day-to-day excellence counts as much as dramatic incidents.	17–20 Exceptional documented performance; specific incidents or sustained excellence 12–16 Strong operational record with clear examples 6–11 Adequate; examples limited or general 0–5 Minimal operational examples provided	/ 20
Training & Education Max 20 points Certifications, continuing education, courses instructed, contribution to the department's training culture.	17–20 Strong commitment; multiple certifications or notable instructing 12–16 Active in training; clear, relevant examples 6–11 Meets baseline; little beyond required minimums 0–5 Minimal training activity noted	/ 20
Community Involvement Max 15 points Civic, faith-based, school, or public service outside regular emergency response duties.	13–15 Consistent, meaningful involvement well beyond fire service duties 9–12 Notable community presence; genuine, relevant examples 4–8 Some involvement; limited in scope or documentation 0–3 Little to no community involvement documented	/ 15
SFFMA / District Involvement Max 15 points District meeting attendance, state conference participation, committee roles, officer positions.	13–15 Active at district and state levels; holds or has held a leadership role 9–12 Regular participant; attends and contributes 4–8 Occasional participation; limited documentation 0–3 Minimal or no documented involvement	/ 15
Innovation / Program Development Max 5 points New programs, process improvements, or initiatives with measurable impact. Bonus category; most nominees score low here.	4–5 Clear documented initiative with measurable impact 2–3 Contributed an improvement; limited in scope 0–1 Minimal or no innovation documented	/ 5
TOTAL SCORE Adds up automatically in most PDF readers		/ 100

STEP 4 — REVIEWER RECOMMENDATION

☐ Recommend as District Representative ☐ Recommend with Reservations ☐ Do Not Recommend

NOTES (REQUIRED IF NOT RECOMMENDING OR RECOMMENDING WITH RESERVATIONS)

REVIEWER PRINTED NAME

DATE

REVIEWER SIGNATURE

Tiebreaker policy: in the event of tied or closely contested scores, the full committee will discuss the nominees. The District President will cast the deciding vote, and the District President's decision is final.