



**City of Flagler Beach  
Flagler County, Florida  
EXEMPT EMPLOYEE PERFORMANCE EVALUATION**

Name: Stephen Cox Anniversary Date: 02/08/2011  
 EID#: 900 Rating Period: 10/01/2023 thru 09/30/2024  
 Class: Deputy Chief Type Evaluation:  Annual  Close-out  Probationary  
 Department: Fire Department Division: Administrative/Operations

DEFINITION OF RATINGS	Instructions?
<b>Outstanding (5 points):</b> Consistently exceeds the performance standard.	
<b>Exceeds (4 points):</b> Consistently meets and often exceeds the performance standard.	
<b>Meets (3 points):</b> Performs at the performance standard.	
<b>Needs Improvement (2 points):</b> Occasionally meets the performance standard, seldom exceeds and often does not meet the performance standard.	
<b>Unsatisfactory (1 point):</b> Consistently does not meet the performance standard.	

**SECTION I. INDIVIDUAL PERFORMANCE STANDARDS:** Rate the employee's performance for each Individual Performance Standard listed below. Enter the number of standards rated in the space provided. The total for all columns and the average score will automatically calculate.

	U 1	NI 2	M 3	E 4	O 5		U 1	NI 2	M 3	E 4	O 5
<b>Character</b> – Abides by the City's Ethics Policy. Complies with City policies, rules, regulations, ordinances and SOP's in performance of duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Communication</b> – Conveys information in a timely manner, effectively listens to others and provides appropriate feedback, and uses appropriate and accurate language in written and oral communication.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Consensus</b> – Provides diversity in group/team interactions, respects diverse ideas and opinions, and treats all with respect and helps foster good group morale.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Process Improvement</b> – Actively participates in Process Improvement Teams as required, understands organizational, department, division processes and seeks ways to improve efficiency or enhance delivery.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Competency</b> – Accepts responsibility for successes and failures, strives for excellence through continual self improvement and performance, and responds to organizational needs, deadlines and expectation.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Teamwork</b> – Works well with others to achieve goals and objectives, treats others with fairness, dignity, and respect and participate as a hands-on team member when needed. Contributes necessary effort to make the team successful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Commitment</b> – Reports prepared and timely to work, appointments, meetings, training, etc., adjust performance and priorities to accommodate changes in department needs, and exhibits leadership, resourcefulness and willingness to achieve goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Supervisory: Knowledge, Skill, Ability</b> Consistently applies County and Department policies and procedures, manages assets including technology, personnel, equipment, budget and space. Ability to delegate when appropriate. Develops and motivates employees on an individual basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Total All Columns: 27

Enter number of standards rated: 8 Average Score (Column Total /#Items): 3.38



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**SECTION II. INDIVIDUAL GOALS AND OBJECTIVES:** Rate the employee's performance for each goal and objective listed below. Enter the number of goals and objectives rated in the space provided. The total for all columns and the average score will automatically calculate.

GOALS AND OBJECTIVES	U 1	NI 2	M 3	E 4	O 5
1. Continue work towards a Bachelors Degree in Fire & Emergency Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. To obtain proficiency in all administrative duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. To complete a professional development course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Set schedule for staff and volunteer members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total All Columns: 15

Enter number of goals and objectives rated: 4 Average Score (Column Total / #Items): 3.75

**SECTION III. OVERALL EVALUATION:** The average scores for Section I and Section II will automatically populate. The Total Average Score and the Overall Average Score will automatically calculate. Check the box where the value of the Overall Evaluation Score is represented.

Average Score Section I: 3.38

Average Score Section II: 3.75

Total Average Score: 7.13

Overall Evaluation Score: 3.56

(Average Score Section I + Average Score Section II / 2)

- Unsatisfactory (1.00-1.99)     
  Needs Improvement (2.00-2.99)     
  Meets (3.00-3.99)     
  Exceeds (4.00-4.49)     
  Outstanding (4.50-5.00)

**SECTION IV. RATER COMMENTS:** This Section shall be completed for all evaluations. If the Rater requires additional space for comments, submit as an attachment. Comments by the Rater are required if the employee is rated Unsatisfactory, Needs Improvement, Exceeds, and Outstanding in the above Sections. These comments shall cite specific examples or describe specific actions that justify the rating.

- DC Cox has worked tirelessly developing policies accepted within the county. Adheres to city policies and created SOPS.
- DC Cox is always committed to the success of subordinates and co-workers. He takes pride in passing on his knowledge to others.
- DC Cox is wealth of knowledge in fire ground/practical skills. He is highly proficient in Command.

**SECTION V. EMPLOYEE COMMENTS:** This section is optional for the employee. Please use attachment pages if additional space is needed.

**SECTION VI. SIGNATURES:** I certify that this evaluation of my job performance was discussed with me in its complete form. My signature does not necessarily signify agreement with this evaluation. I understand that refusal to sign the evaluation is not cause for discipline. There are no rights to grieve or appeal this evaluation.

Employee \_\_\_\_\_

Date 8/2/24

Rater (Manager/Supervisor) Robert Pace

Date 08/02/2024

Department Director Robert Pace

Date 08/02/2024

Upon completion of this evaluation at the Department level, please forward to the Human Resources Department for administrative and compliance review. The form will be placed in the employee's Official Personnel Folder.



# *City of Flagler Beach Fire Department*

*Established 1926*

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320 S. Flagler Ave Flagler Beach, Florida 32136  
Phone 386-517-2010

## **Assessment of the 2023/2024 Goals & Objectives for DC Cox**

- DC Cox has worked throughout the year towards his Bachelor's Degree in Fire & Emergency Services, with a minor in Emergency Management. This was a two-year goal and much progress was made this year. In addition, DC Cox will obtain State Certification as a Fire Officer III & IV upon completion of his degree.
- DC Cox is a graduate of the Leadership Academy offered in Flagler County. He has participated in on-line courses and attending training addressing leadership skills.
- DC Cox is in charge of scheduling for the department and he has utilized software in the Team-Up System. to increase efficiency and transparency. He has also assisted in alert notifications for volunteer members.

### ***Robert Pace***

*Fire Chief*

*Flagler Beach Fire Rescue*

*320 S. Flagler Ave*

*Flagler Beach, Florida 32136*

*Office-386-517-2010*

*Cell-386-276-0405*





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### **Deputy Chief Cox's Goals for the 2023/2024 Budget Year**

- Continue work towards a Bachelors Degree in Fire & Emergency Services, with a minor in Emergency Management. This is a two-year goal with completion to take place no later than September 01, 2025.
- To obtain complete proficiency in all administrative duties. This would include purchase orders, work orders, timesheets, vendor contracts, reports, staff & maintenance scheduling. This should be completed no later than September 01, 2024.
- To complete a professional development course. This should be completed no later than September 01, 2024.

#### ***Robert Pace***

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