



City of Bath Fire & Rescue Department Guide to Making a Commendation

Our Goal

Our goal is to provide the best possible protection of life and property for the citizens we serve. As a means of maintaining a high level of department performance and community relations, the Bath Fire Department encourages citizen recommendations for fire department and EMS personnel who admirably perform their duties. Public feedback allows the department to recognize when a firefighter or EMS provider has met or exceeded the expectations of the citizens we serve.

How do we use Citizen Commendations?

When a commendation for superior performance is received from a citizen, the employee will be made aware that his or her actions were recognized by the citizen and, in turn, by the department. Depending on the situation, a record of the commendation may be noted on the employee's evaluation or placed in the employee's permanent file.

How do you make a Commendation?

A commendation may be made in person to the Duty officer at the Bath Fire Department at 864 High St, in Bath Maine, or by telephoning the Duty Officer at (207) 443-5034.

A commendation may also be made by mailing a letter to:

Bath Fire Department
Attn: Fire Chief
864 High St.
Bath, ME 04530

Please be sure to provide as much information as possible when submitting a commendation. Helpful information includes:

- Citizen name, address, and phone number
- Name(s) of personnel involved
- Date of the incident
- Type of incident
- Brief description of services rendered

A printable form has been provided below which may be used to submit a commendation to the department. If you have any questions regarding this process, please feel free to contact the Duty Officer at the Bath Fire Department by calling (207) 443-5034.

Bath Fire & Rescue Department

Report of Commendation of Fire and EMS Personnel

Name: _____

Address: _____

Phone Number: Day: _____ Evening: _____

Date and Time of Incident: _____

Location of Incident: _____

Name of Firefighter(s): _____

Your statement of Commendation: _____

Please use reverse side of this sheet if needed.

Signature: _____ Date: _____