

FIRE CHIEF PERFORMANCE APPRAISAL

Relative Information: The employment and performance appraisal of the Fire Chief is a function of the Board of Directors. The Fire Chief is the Chief Executive Officer of the District and is charged with the responsibility of administering the affairs of the District and carrying out the directives of the Board of Directors.

The purpose of the performance appraisal process is to:

1. Improve communication between the Fire Chief and the Board of Directors.
2. Identify the strengths and weaknesses of job performance.
3. Provide feedback concerning job performance.
4. Provide a basis for counseling and assistance to improve and/or direct future job performance.

State law allows the Fire Chief's performance appraisal to be conducted in executive session only if the criterion for the review is adopted in public session after the public has had an opportunity to comment on the criteria and the Fire Chief does not request that the appraisal be conducted in public.

The annual performance appraisal is generally conducted in April or May. The Board may conduct additional performance appraisals at its discretion.

Policy Statement: It is the policy of the Board of Directors to conduct at least one performance appraisal of the Fire Chief each year and that the criteria used for the appraisal includes the following items:

1. Ability to cooperate with the Board, Staff, community citizens and leaders, peer organizations, and neighboring cities, districts, and the County.
2. Ability to communicate effectively orally and in writing.
3. Ability to effectively lead District employees.
4. Exemplary work habits.
5. Full and efficient use of District services.
6. Management skills necessary to maximize services and minimize the cost to taxpayers.
7. Successful progress as measured against the District's Strategic Plan, including any additional specific objectives as set forth by the Board of Directors.

(In review by Board sub-committee winter of 2012)