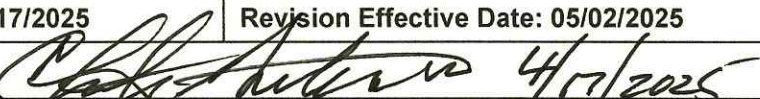




Pine-Strawberry Fire District Employment Practices 2.10

Subject: Fire Chief's Performance Evaluation	Page: 1 of 4
Board Approval Date: 12/19/2024	Effective Date: 01/03/2025
Revision Approval Date: 04/17/2025	Revision Effective Date: 05/02/2025
Board Chair Signature & Date:  4/17/2025	

I. POLICY:

It is the policy of the Pine-Strawberry Fire District (PSFD) to provide a process by which the job performance of the Fire Chief is formally, annually, and systematically appraised by each member of the Fire Board and shared with the Fire Chief for the purpose of recognizing performance, professionalism, and to ensure the Fire Chief is carrying out the directive of the Fire Board, ensuring compliance with District policies and procedures, and effectively administering the affairs of the District.

II. PURPOSE:

The purpose of this policy is to provide for the Fire Chief's performance evaluation a process that shall be managed to accomplish the following objectives:

- A. To provide the Fire Chief with full and accurate information and feedback concerning their performance.
- B. To identify performance elements in which Fire Chief does well and those elements that require improvement.
 - 1. To establish plans to correct performance shortcomings and to establish goals for the upcoming performance period.
- C. To provide the Fire Chief with the opportunity to ask questions and/or give comments and feedback regarding their overall performance and employment with the District.
- D. To identify performance expectations of the Fire Board and the District based upon the District's Mission and established priorities.
- E. To facilitate planning for future training and promotional opportunities.
- F. To improve communication between the Fire Chief and the Fire Board.

III. GUIDELINES:

- A. Evaluation Criteria:

1. All performance evaluations shall be completed on the approved Fire Chief's Performance Evaluation Forms A and B.
2. NFPA standards of professional qualifications, the PSFD policies and procedures, the Fire Chief's job description, and Fire Board directives shall be used as basic guidelines for performance determination.
3. Principal considerations within the evaluation may include, but are not limited to: job knowledge, quality and quantity of work, attendance, teamwork, communication, adherence to policies and procedures, ability to execute position responsibilities and duties, etc.

B. Performance Evaluation Session:

1. State law allows the Fire Chief's performance evaluation session to be conducted in an 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 the performance evaluation be conducted in public.

IV. THE PERFORMANCE EVALUATION PROCESS:

- A. Each Fire Board member is responsible for conducting a performance evaluation of the Fire Chief and completes a Fire Chief's Performance Evaluation Form A on the Fire Chief before the Board meeting evaluating the Fire Chief.
- B. The Fire Board will complete the Fire Chief's Evaluation Form B using the Fire Board members' Form A during the Fire Board meeting for evaluating the Fire Chief.
- C. Each Fire Board member's Fire Chief's evaluation rating from Form A will be added to the Fire Chief's Performance Evaluation Form B, then divided by the number of Fire Board members' evaluations for the Fire Chief's overall final evaluation rating.
- D. Each Fire Board Fire Chief Evaluation Form A will be attached to the completed Form B.
- E. Probation Period Performance Evaluation:
 1. A newly hired Fire Chief shall receive a performance evaluation every quarter for the first year, to ensure that the Fire Chief is performing and progressing as expected during the probationary period.
 2. A newly hired Fire Chief shall receive a performance evaluation at the completion of their probationary period (12 months).
- F. Annual Performance Evaluation:
 1. The Fire Chief's performance evaluations will be conducted each year during their hire month.

G. Performance Evaluation Discussion:

1. Each Fire Board member will hold a discussion with the Fire Chief regarding their performance evaluation of the Fire Chief.
 - a. The discussion shall be held at a prearranged time in a private location free from interruptions.
 - b. The discussion and completion of the Fire Chief's Performance Evaluation Form A must be completed before the final evaluation during a Fire Board meeting.
2. The Fire Chief's final performance evaluation and discussion shall be held at a Fire Board meeting at prearranged time and location in accordance with state law and public meeting law.

H. Fire Chief's Signature:

1. The Fire Chief shall be asked to acknowledge receipt of each performance evaluation by signing the forms.
 - a. The Fire Chief may provide comments if so desired.
 - b. If the Fire Chief refuses to sign the Fire Board members' Fire Chief's Performance Evaluation Form A, the Fire Board member shall write in "Member Refuses to Sign" and initial and date the form.
 - c. If the Fire Chief refuses to sign the final Fire Chief's Performance Evaluation Form B, the Fire Board Chairperson shall write in "Member Refuses to Sign" and initial and date the form.
3. The Fire Board member shall sign and date the Fire Chief Performance Evaluation Form A and give it to the Fire Board Chairperson prior to the Fire Board meeting.
4. Each Fire Board member shall sign the Fire Chief's Performance Evaluation Form B and verify their Fire Chief's Performance Evaluation rating from the Fire Chief's Performance Evaluation Form A.
5. The Fire Board Chairperson shall sign and date the Fire Chief's Performance Evaluation Form B and have all the Fire Chief's Performance Evaluation forms attached and filed in the Fire Chief's personnel file.

I. Performance Evaluation Retention:

1. The Fire Chief's performance evaluations shall be maintained in the Fire Chief's personnel files.

J. Performance Evaluation Ratings:

1. Each section of the Fire Chief's Performance Evaluation Form requires a rating based on the Fire Chief's performance as compared to the Fire Board expectations, job description, quality and quantity of work, adherence to policies, procedures, and organizational standards.
 - a. The rating is provided to assist in developing consistency and in assigning the most appropriate measurement of the member's performance.

2. Performance evaluation ratings are as follows:
0 - Consistently performs routine work below District standard: Rating performance in this category means the member is consistently not meeting organizational or position standards and is performing at a level far below their job classification and experience level. This rating requires comments such as reasons, examples, or actions that show supervisor's justification. A plan of action is required to meet standards and expectations.

1 - Occasionally performs routine work below District standard: Rating performance in this category means the member occasionally meets the organizational or position standards and is performing less than the bare minimum level for their job classification and experience level. This rating requires comments such as reasons, examples, or actions that show supervisor's justification. A plan of action is required to meet standards and expectations.

2 - Performs routine work in accordance with District standard: Rating performance in this category means the member is meeting the organizational and position standards and is performing at an acceptable level for their job classification and experience level. Supervisor's comments are not required but can be documented for this rating.

3 - Frequently performs routine work above District standard: Rating performance in this category means the member frequently performs at a level above organizational and position standards and is performing at a level that exceeds expectations for their job classification and experience level. This rating requires comments such as reasons, examples, or actions that show supervisor's justification.

4 - Consistently performs routine work above District standard: Rating performance in this category means the member consistently performs at a level above organizational and position standards and is performing at a level that well exceeds expectations for their job classification and experience level. This rating requires comments such as reasons, examples, or actions that show supervisor's justification.
3. The Fire Board member Fire Chief's Performance Evaluation rating is the rating divided by the 20 evaluations blocks.
4. Each Fire Board member's Fire Chief's Performance Evaluation rating will be added on the Fire Chief's Performance Evaluation Form B, then divided by number of Fire Board Evaluations for the Fire Chief's overall Final Performance Evaluation rating.
5. A final performance evaluation rating below 2 will require reevaluation in 90 Days. (Failure to achieve a "meets expectation" rating in 90 days can be grounds for disciplinary action and be grounds for termination.)

K. Outside Employment Form:

1. As required elsewhere in policy (Policy 2.6 Conflict of Interest and Outside Employment), annual performance evaluations must include a review and renewal of all outside employment approvals.



PINE - STRAWBERRY FIRE DISTRICT

Fire Chief Performance Evaluation Form A

FIRE CHIEF's NAME: _____ EVALUATION DATE: _____

EVALUATION PERIOD:

EVALUATION TYPE: _____ Annual _____ Probationary _____ Special

Each Fire Board member will complete a Fire Chief's Performance Evaluation Form A on the Fire Chief before the Board meeting evaluating the Fire Chief.

The Fire Board will complete the Fire Chief's Evaluation Form B during the Fire Board meeting for evaluating the Fire Chief.

Evaluation Rating: Each section of the performance evaluation requires a rating based on the Fire Chief's performance to meet the Fire Board Member's expectations, the Fire Chief's job descriptions, quality and quantity of work, adherence to policies, and procedures and organizational standards. The rating is provided to assist in developing consistency and in assigning the most appropriate measurement of the Fire Chief's performance.

0 - Consistently performs routine work below District standard: Rating performance in this category means the member is consistently not meeting organizational or position standards and is performing at a level far below their job classification and experience level. This rating requires comments such as reasons, examples, or actions that show supervisor's justification. A plan of action is required to meet standards and expectations.

1 - Occasionally performs routine work below District standard: Rating performance in this category means the member occasionally meets the organizational or position standards and is performing less than the bare minimum level for their job classification and experience level. This rating requires comments such as reasons, examples, or actions that show supervisor's justification. A plan of action is required to meet standards and expectations.

2 - Performs routine work in accordance with District standard: Rating performance in this category means the member is meeting the organizational and position standards and is performing at an acceptable level for their job classification and experience level. Supervisor's comments are not required but can be documented for this rating.

3 - Frequently performs routine work above District standard:
Rating performance in this category means the member frequently performs at a level above organizational and position standards and is performing at a level that exceeds expectations for their job classification and experience level. This rating requires comments such as reasons, examples, or actions that show supervisor's justification.

4 - Consistently performs routine work above District standard: Rating performance in this category means the member consistently performs at a level above organizational and position standards and is performing at a level that well exceeds expectations for their job classification and experience level. This rating requires comments such as reasons, examples, or actions that show supervisor's justification.

FIRE CHIEF'S PERFORMANCE FACTORS	RATING
1. KNOWLEDGE, SKILLS, ABILITIES: (Applies job related education; demonstrates appropriate use of skills, including management, fire, EMS skills, and experience.) Comments:	

<p>2. SAFETY: (Complies with occupational safety and health standards, as well as hazard identification and elimination as may be applicable to one's own actions and job responsibilities; demonstrates awareness of safety; works to avoid injury to self and others.)</p> <p><u>Comments:</u></p>	
<p>3. CUSTOMER SERVICE / PROFESSIONALISM: (Provides strong customer service; interacts with the public and other agencies; reflects professionalism in their appearance, grooming, dress, and speech.)</p> <p><u>Comments:</u></p>	
<p>4. QUALITY OF WORK: (Completes tasks; portrays attitude toward doing the job right the first time; produces accurate work; makes sound decisions.)</p> <p><u>Comments:</u></p>	
<p>5. PRODUCTIVITY / WORK VOLUME: (Makes effective use of time; generates appropriate volume of work; assists others in completing tasks.)</p> <p><u>Comments:</u></p>	
<p>6. INITIATIVE / CREATIVITY: (Self-starter; attempts non-routine tasks; brings forth ideas to improve performance of self and organization; thinks outside the box; embraces understanding that members are empowered to decisions to benefit the community and the organization.)</p> <p><u>Comments:</u></p>	
<p>7. INTERPERSONAL RELATIONS: (Demonstrates ability to establish and maintain effective working relationships; operates as a member of the team; reflects a cooperative and collaborative spirit; accepts directions and change.)</p> <p><u>Comments:</u></p>	
<p>8. DEPENDABILITY: (Has good attendance and is punctual; meets deadlines; follows through on assignments; responds to instructions and procedures.)</p> <p><u>Comments:</u></p>	
<p>9. ADHERENCE TO POLICIES / PROCEDURES: (Adheres to organizational policies/procedures, including those on incident scenes; maintains care and operation of equipment and apparatus; promotes safety.)</p> <p><u>Comments:</u></p>	
<p>10. PHYSICAL FITNESS: (Participates in and promotes PSFD Wellness/Fitness program; maintains appropriate level of fitness; completes required wellness/fitness testing.)</p> <p><u>Comments:</u></p>	

<p>11. ACCOMPLISHMENT OF OBJECTIVES: (Meets objectives and completes specific projects or goals; completes assignments in a timely manner; pursues additional tasks and duties; assists others when needed to ensure completion.)</p> <p><u>Comments:</u></p>	
<p>12. TRAINING AND CERTIFICATION: (Pursues ongoing education and/or training; completes all required training and recertification in a timely manner.)</p> <p><u>Comments:</u></p>	
<p>13. ADDITIONAL DUTIES AND ASSIGNMENTS: (Accepts and accomplishes all assigned duties and assignments; seeks additional responsibilities and challenges.)</p> <p><u>Comments:</u></p>	
<p>14. COMMUNITY RELATIONS: (Participates and assists in community events to foster a positive view of the organization within the community.)</p> <p><u>Comments:</u></p>	
<p>15. LEADERSHIP: (Motivates and improves performance of others; inspires others; demonstrates a commitment to organization; exercises sound judgment; empowers others; leads the team; provides coaching and training to members; effectively evaluates subordinates.)</p> <p><u>Comments:</u></p>	
<p>16. COMMUNICATION: (Demonstrates strong oral and written communication skills, including organization and presentation of information; listens and presents ideas effectively; uses technology for communication; shares information with subordinates, peers, and supervisors; listens to others.)</p> <p><u>Comments:</u></p>	
<p>17. PROFESSIONAL DEVELOPMENT: (Values professional and personal development in self and others; uses organizational avenues and opportunities to enhance self, others, and the organization; encourages others.)</p> <p><u>Comments:</u></p>	
<p>18. INJURY AND LOSS PREVENTION: (Recognizes that our members are our greatest asset and protects other members from injury or loss; holds members to high standards of personal safety and mitigates hazards before they result in injury; respects, protects, and cares for the organization's equipment.)</p> <p><u>Comments:</u></p>	
<p>19. COMMUNITY RISK REDUCTION: (Proactively initiates efforts to identify and mitigate risks within the community; is familiar with community risk data and seeks to create and implement programs to address those risks.)</p> <p><u>Comments:</u></p>	

20. PROGRAM MANAGEMENT: (Plans, organizes, adheres to fiscal responsibilities; introduces new methods, procedures, and materials; is involved in project development, implementation, and completion; delegates to subordinates, fostering the team concept.)

Comments:

ACCOMPLISHMENTS: (List or describe accomplishments, new certifications, education, or activities completed during this evaluation period.)

GOALS/OBJECTIVES: (List specific goals and objectives, issues to be resolved, or projects to be accomplished during the next evaluation period.)

FIRE CHIEF's COMMENTS: (The Fire Chief is invited and encouraged to express their opinions on their evaluation (may attach additional sheets if necessary).)

RATING

FIRE BOARD MEMBER SIGNATURE:

DATE:

The signature below of the Fire Chief indicates the evaluation has been reviewed with the Fire Chief by the Fire Board member, it does not necessarily indicate agreement with the Fire Board member's evaluation or comments. The Fire Chief has the opportunity to express their opinion of their evaluation and/or comments in the section provided for them above.

FIRE CHIEF's SIGNATURE:

DATE:



PINE STRAWBERRY FIRE DISTRICT

Fire Chief Overall Performance Evaluation Form B

FIRE CHIEF's NAME: _____ EVALUATION DATE: _____

EVALUATION PERIOD: _____

EVALUATION TYPE: _____ Annual _____ Probationary _____ Special

INSTRUCTIONS:

1. Each Fire Board member will complete a Fire Chief's Performance Evaluation Form A on the Fire Chief before the Board meeting evaluating the Fire Chief.
2. The Fire Board will complete the Fire Chief's Evaluation Form B during the Fire Board meeting for evaluating the Fire Chief.
3. Each Fire Board member's Fire Chief's evaluation rating from Form A will be added to the Fire Chief's Performance Evaluation Form B then divided by the number of Fire Board members evaluations for the Fire Chief's overall final evaluation rating.
4. Each Fire Board Fire Chief Evaluation Form A will be attached to the completed Form B.

Evaluation Rating: Each section of the performance evaluation requires a rating based on the Fire Chief's performance to meet the Fire Board Member's expectations, the Fire Chief's job descriptions, quality and quantity of work, adherence to policies, procedures and organizational standards. The rating is provided to assist in developing consistency and in assigning the most appropriate measurement of the Fire Chief's performance.

0 - Consistently performs routine work below District standard: Rating performance in this category means the member is consistently not meeting organizational or position standards and is performing at a level far below their job classification and experience level. This rating requires comments such as reasons, examples, or actions that show supervisor's justification. A plan of action is required to meet standards and expectations.

1 - Occasionally performs routine work below District standard: Rating performance in this category means the member occasionally meets the organizational or position standards and is performing less than the bare minimum level for their job classification and experience level. This rating requires comments such as reasons, examples, or actions that show supervisor's justification. A plan of action is required to meet standards and expectations.

2 - Performs routine work in accordance with District standard: Rating performance in this category means the member is meeting the organizational and position standards and is performing at an acceptable level for their job classification and experience level. Supervisor's comments are not required but can be documented for this rating.

3 - Frequently performs routine work above District standard:
Rating performance in this category means the member frequently performs at a level above organizational and position standards and is performing at a level that exceeds expectations for their job classification and experience level. This rating requires comments such as reasons, examples, or actions that show supervisor's justification.

4 - Consistently performs routine work above District standard: Rating performance in this category means the member consistently performs at a level above organizational and position standards and is performing at a level that well exceeds expectations for their job classification and experience level. This rating requires comments such as reasons, examples, or actions that show supervisor's justification.

FIRE BORAD MEMBER WILL SIGN THEIR NAME AND ENTER THEIR FIRE CHIEF's EVALUATION RATING		RATING
1.		
2.		
3.		
4.		
5.		
OVERALL FINAL EVALUATION RATING:		

FIRE CHIEF's COMMENTS: (The Fire Chief is invited and encouraged to express their opinions on their evaluation (may attach additional sheets if necessary.)	
FIRE BOARD CHAIR SIGNATURE:	DATE:
The signature below of the Fire Chief indicates the evaluation has been reviewed with the Fire Chief by the Fire Board member, it does not necessarily indicate agreement with the Fire Board member's evaluation or comments. The Fire Chief has the opportunity to express their opinion of then evaluation and/or comments is the section provided for them above.	
FIRE CHIEF's SIGNATURE:	DATE: