

# SOUTH LANE COUNTY FIRE & RESCUE BOARD POLICY

SECTION PERSONNEL  
POLICY B-3

## FIRE CHIEF EVALUATION PROCESS

### 3.0 INTRODUCTION:

In order to facilitate open communication and obtain desired behavioral results, South Lane County Fire and Rescue shall have a personnel evaluation process. The Fire Chief is responsible to the Board of Directors for operation of the District therefore the Board of Directors shall evaluate the Fire Chief in between March and April of each year.

### 3.1 PURPOSE OF EVALUATION:

The Fire Chief's performance and the relationship between the Fire Chief and the Board, are critical factors in successful governance and fulfillment of the organization's mission, vision and values.

- Successful fire districts require excellent guidance and leadership.
- Excellent leadership depends on strong Board/Fire Chief relations.
- Strong Board/Fire Chief relations depend on clear expectations and open communication.
- Regularly assessing the Fire Chief's performance fosters open communication and clarifies expectations, roles and responsibilities.

Because the Fire Chief directly influences the success and financial performance of the District, it is imperative for the Board of Directors to set performance standards, and then objectively and fairly evaluate the Fire Chief's performance against those standards. This is one of the Board's key responsibilities.

**For the purpose of timely performance feedback, an abbreviated quarterly evaluation of the Fire Chief may be conducted. An abbreviated evaluation will address areas of immediate concern. In the Chiefs 1<sup>st</sup> year of service a 6 month review will be conducted.**

### 3.2 FIRE CHIEF EVALUATION PROCESS GOALS:

- Assess organizationally how well the District is accomplishing its mission, vision and values.
- Examine and re-set, if necessary, goals for the District and the Fire Chief.
- Support the Fire Chief by providing constructive feedback on performance.
- Develop plans to address issues identified during the evaluation process.
- Provide an opportunity for the Board to learn how its performance affects the Board/Fire Chief partnership.
- Foster communication between the Board and the Fire Chief.

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## 3.3 REQUIREMENTS FOR AN EFFECTIVE PROCESS:

- Commitment of the Board and Fire Chief to open and honest communication.
- The evaluation process is utilized to insure the Fire Chief understands the Board's current and future expectations.
- Maintain **strict confidentiality**. Performance issues should not become public information.
- Focus on the positive as well as areas for improvement.
- It is important all Board members have input into the process.
- The Board and Fire Chief should develop the process together.
- Provide the written evaluation to the Fire Chief in a timely manner.

## 3.3 DEFINING THE RATING SYSTEM:

The following ratings must be used to ensure commonality of language and consistency on overall ratings: (There should be comments to justify ratings of "Outstanding", "Below Expectations", and "Unsatisfactory")

**Outstanding-** Performance in consistently superior

**Exceeds Expectations-** Performance is routinely above job requirements

**Meets Expectations-** Performance is regularly competent and dependable

**Below Expectations-** Performance fails to meet job requirements on a frequent basis

**Unsatisfactory-** Performance is consistently unacceptable

3.5 Each Board member will fill out the evaluation form prior to the evaluation meeting. Then the Board as a whole will come to a consensus on each area of evaluation and provide one consolidated summary evaluation, as well as each board members individual evaluation. The summary evaluation will be presented to the Fire Chief by the Board.

- The Fire Chief may note any comments or scores they disagrees with, and write a written rebuttal.
- If there is a written rebuttal from the Fire Chief, it will be presented to the Board within 30 days.
- The written rebuttal will become an attachment to the Fire Chief's evaluation.
- The evaluation and rebuttal (if any) will be placed in the Fire Chief's personnel file.

3.6 Board methods for obtaining data for the evaluation:

- Consult with District personnel representatives.
- Consult with office staff.
- Consult with local leaders.
- Consult community members.

## **SOUTH LANE COUNTY FIRE & RESCUE BOARD POLICY**

Board members seeking input from the above sources should be careful not to ask leading questions. Board members are not seeking complaints against the Fire Chief, they are gathering information to formulate an accurate evaluation.

**Adopted: 08-14-2014**

**Revised: 11-21-2019**

**Reaffirmed:**