


# **Thurston County Fire Protection District 8**

## **DISTRICT PROCEDURE MANUAL**



<b>PROCEDURE TITLE:</b>	Executive Performance Assessment
<b>PROCEDURE NUMBER:</b>	3-30-PR-03
<b>REVISION:</b>	0
<b>DATE ISSUED/REVISED:</b>	14 June 2022
<b>FIRE CHIEF APPROVAL:</b>	

The following Procedure shall detail the schedule and process as authorized under the current revision of *Policy 3-30 "Member Performance Evaluations"* to provide linkage with the District's Strategic Plan ("Plan"), goals and objectives. Activities identified in the Procedure are to be coordinated with activities defined in *Policy 0-02 "General Organization of the District and Strategic Direction"* the District's Strategic Plan ("Plan") and *Policy 1-60 "District Funds & Budgets"*.

Date	Task	Responsible Mgr
At the regular Board meeting in November*	<b>1. Preparation for Annual Evaluation:</b> the Board will: <ul style="list-style-type: none"> <li>▪ review of strategic planning and budgeting processes;</li> <li>▪ consider any unique circumstances and determine if they need to be accommodated; and</li> <li>▪ schedule the annual performance review of Fire Chief.</li> </ul>	Board Chair (and Fire Chief)
At the regular Board meeting in December *	<b>2. Annual District Report:</b> the Fire Chief will: <ul style="list-style-type: none"> <li>▪ summarize the progress on District Goals &amp; Objectives;</li> <li>▪ identify any barriers to the progress and changes during the previous year; and</li> <li>▪ provide any references to the <i>Annual Budget-Policy Recommendation</i> report.</li> </ul>	Fire Chief
At the first regular Board meeting in January	<b>3. Annual District Report:</b> the Board will adopt the report.	Board Chair (and Fire Chief)
At the first regular Board meeting in January ( <i>in executive session</i> )	<b>4. Fire Chief Self-Evaluation:</b> the Fire Chief will submit to the Board a draft of his/her: <ul style="list-style-type: none"> <li>▪ PDP Part 5 <sup>NOTE 2</sup> for the previous year,</li> <li>▪ PDP Parts 1 and 2 <sup>NOTE2</sup> for the ensuing year.</li> </ul>	Fire Chief
At the first regular Board meeting in January ( <i>in executive session</i> )*	<b>5. Board Consensus Meeting:</b> the Board will meet to: <ul style="list-style-type: none"> <li>▪ review the Fire Chief's self-assessment;</li> <li>▪ identify consensus opinion of the self-assessment; and</li> <li>▪ assess its governance with respect to impacts toward achieving Plan goals &amp; objectives.</li> </ul>	Board Chair
Prior to the second regular Board meeting in January	<b>6. Fire Chief Evaluation:</b> the Chair or designee will: <ul style="list-style-type: none"> <li>▪ draft consensus language for PDP Parts 1, 2 and 5; and</li> <li>▪ collate individual statements into a report back to the Fire Chief.</li> </ul>	Board Chair
At the second regular Board meeting in January ( <i>in executive session</i> )*	<b>7. Fire Chief Evaluation and Organizational Performance Assessment:</b> the Board will: <ul style="list-style-type: none"> <li>▪ review and finalize consensus PDP language and</li> <li>▪ complete Board/organizational assessment as needed.</li> </ul>	Board Chair

Date	Task	Responsible Mgr
At the regular Board meeting in February ( <i>in executive session</i> )*	<b>8. Fire Chief Evaluation:</b> the Board will meet with the Fire Chief and finalize PDP Part 5 for the previous year and Parts 1 & 2 for the ensuing year.	Board Chair (and Fire Chief)
At the regular Board meetings in March, June, September & December ( <i>in executive session</i> )	<b>9. Interim Fire Chief Reviews:</b> (PDP Part 4 <sup>NOTE 2</sup> ) informal discussions that include: <ul style="list-style-type: none"> <li>▪ progress on District goals &amp; objectives;</li> <li>▪ performance to key competencies;</li> <li>▪ any impacts on performance or teamwork; and</li> <li>▪ identification of any immediate follow-up actions as needed.</li> </ul>	Board Chair (and Fire Chief)

NOTE \* -- may include other scheduled meetings or workshops as needed.

NOTE 2 – Performance & Development Plan (PDP):

- Part 1 Performance Expectations: based on adopted goals & objectives;
- Part 2 Training & Development Needs/Opportunities: proposed by member;
- Part 3 Organizational Support: proposed by member
- Part 4 Interim Reviews: a record of any interim reviews/changes; and
- Part 5 Performance Feedback: goals, objectives and key competencies review.