

Thurston County Fire Protection District 8

DISTRICT PROCEDURE MANUAL



PROCEDURE TITLE:	Executive Performance Assessment
PROCEDURE NUMBER:	3-30-PR-03
REVISION:	0
DATE ISSUED/REVISED:	DRAFT
FIRE CHIEF APPROVAL:	

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

Date	Task	Responsible Mgr
At the regular Board meeting in February (<i>in executive session</i>)*	8. Fire Chief Evaluation: 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>)	9. Interim Fire Chief Reviews: (PDP Part 4 ^{NOTE 2}) informal discussions that include: <ul style="list-style-type: none"> ▪ progress on District goals & objectives; ▪ performance to key competencies; ▪ any impacts on performance or teamwork; and ▪ identification of any immediate follow-up actions as needed. 	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.