

POLICY – 2.7.4 – CHIEF’S EVALUATION PROCESS
SCOPE – BOARD OF DIRECTORS & FIRE CHIEF

The District has a vital interest in providing comprehensive performance evaluations for its chief executive officer, the Fire Chief. To achieve this end, the District is committed to performing 360 – degree feedback evaluations. This means that the Board of Directors will expend the time and energy to gather performance and other relevant information from a variety of sources including, but not limited to: board members, volunteers of the organization, paid staff, professional peers of the Chief, and members of the community. This information will then be compiled, by the Board, to establish a single, formal evaluation document.

1. December Board Meeting:

- a. Review and make appropriate modifications or improvements to the 360° feedback forms.
- b. The Board will appoint one board member, and an alternative, to schedule and meet with Volunteer Association, paid staff, and others, as desired by the Board, to distribute appropriate feedback evaluation forms. These individual meetings will not be in the form of a board meeting.

Note: The Board will hold the sources of feedback information in strict confidence, but will fully share the content of the feedback forms with the Fire Chief at the appropriate time.

- c. Two board members will be designated to receive and review feedback evaluation forms. The selection of these two board members will take place in the regularly scheduled December meeting.
- d. Provide self-evaluation form to the Fire Chief.

2. January Board Meeting:

- a. On the first Monday, or the first business day following the first Monday, of the month the 360° feedback evaluation forms are due.
- b. The two board members who are designated as the feedback review team will prepare an overview summary prior to the regularly scheduled Board meeting.
- c. The Chief’s self-evaluation is due prior to the regularly scheduled Board meeting, and will be distributed to the Board as a component of their meeting packet.

- d. At the regularly scheduled Board meeting the Board will meet in Executive Session under the authority and conditions of ORS. 192.660(2)(i), to review and discuss the information contained in the 360° feedback material and the self-evaluation.
 - e. The Board will return to open session of the regular Board meeting to instruct the Board President to prepare the formal performance evaluation document, which will be due by the regularly scheduled February Board meeting. This consolidated document will be distributed to the Board as a component of their February Board meeting packet.
3. February Board Meeting:
- a. At the regularly scheduled Board meeting the Board will meet in Executive Session under the authority and conditions of ORS. 192.660(2)(i), to review and discuss the Board's evaluation of the performance of the Fire Chief with the Chief.
 - b. The Board will return to open session of the regular Board meeting to present a summary of the Fire Chief's evaluation to the public.
 - c. The Board will formally declare the status of the Fire Chief and define any change in employment, employment step or compensation.
4. The timelines established in this policy are desired evaluation timelines. The timelines may be modified by the Board to meet the realities of any specific evaluation time frame.
5. This policy is not meant to restrict or prevent the Board from performing additional evaluations in a format as it may determine to be necessary or desired, depending on the circumstances.