

# HAUSER LAKE FIRE PROTECTION DISTRICT

## POLICY NO. 71

**SUBJECT:** Annual Performance Evaluation of the Fire Chief Adopted by Resolution No. **2026-1B** on February 23, 2026 Effective Date: February 23, 2026

### 1. PURPOSE

To establish a consistent, fair, objective, and transparent process for the annual performance evaluation of the Fire Chief that incorporates measurable performance criteria, self-assessment, anonymous department-wide feedback, and the establishment of annual goals.

### 2. POLICY

The Fire Chief shall undergo a formal performance evaluation annually, conducted by the Board of Commissioners. The evaluation shall be based on objective data, a structured self-assessment, and confidential feedback from department personnel.

### 3. EVALUATION COMPONENTS

The annual evaluation shall consist of the following mandatory components:

- **A. Fire Chief Self-Assessment** The Fire Chief shall complete and submit the official "SELF EVALUATION Fire Chief Template form" no later than 30 days prior to the scheduled evaluation meeting.

#### **B. Department Feedback Questionnaire**

1. An anonymous feedback questionnaire shall be distributed to all active command staff, firefighters, support personnel, and administrative personnel.
2. Distribution and collection shall follow the "360 Feedback Form Administrative Guidelines document" (adopted February 23, 2026).
3. Individual responses shall remain confidential. Only aggregated data and summarized themes shall be presented to the Fire Chief and included in the evaluation record.

**C. Board Evaluation** The Board shall complete the "EVALUATION Fire Chief Template" form using:

- Objective performance metrics and supporting documentation
- The Fire Chief's self-assessment
- Summarized department feedback
- Any additional relevant information

#### **D. Evaluation Meeting**

### 9. DOCUMENTATION AND RECORDKEEPING

- The final signed evaluation, self-assessment, summarized questionnaire results, and annual goals shall be placed in the Fire Chief's personnel file.

- Raw questionnaire responses shall be destroyed after summary reports are prepared to preserve anonymity.

## 10. SUPERSESSION

This policy supersedes all prior policies, procedures, or practices regarding the annual performance evaluation of the Fire Chief.

## 11. AMENDMENT

This policy may be amended only by formal resolution of the Board of Commissioners

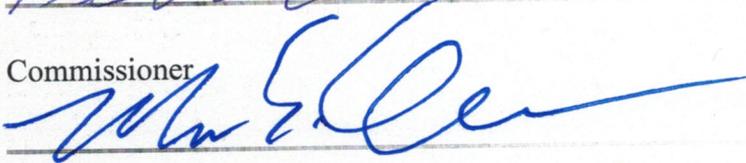
**APPROVED AND ADOPTED** by the Board of Commissioners of the Hauser Lake Fire Protection District on this 23rd day of February 2026, by Resolution No. 2026-1B.



Chair, Board of Commissioners

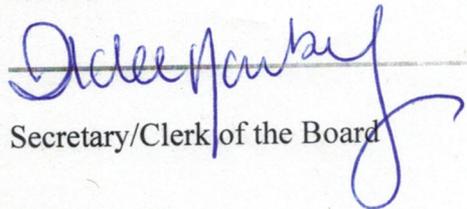


Commissioner



Commissioner

ATTEST:



Secretary/Clerk of the Board