

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

A closed-session evaluation meeting shall be held with the Fire Chief to discuss the evaluation, provide feedback, and jointly establish measurable goals for the upcoming evaluation period.

4. PERFORMANCE RATING SCALE

All ratings shall use the following scale:

1 – Unsatisfactory 2 – Needs Improvement 3 – Meets Expectations 4 – Exceeds Expectations 5 – Outstanding

5. RESPONSIBILITY AREAS

The evaluation shall assess performance in the following areas:

1. Leadership & Administration
2. Incident Command & Emergency Response
3. Training & Readiness
4. Financial Management and Revenue Generation
5. Volunteer Management & Department Culture
6. Administrative and Policy Compliance
7. Community and External Relations

6. PERFORMANCE IMPROVEMENT

If the Fire Chief receives a rating below “Meets Expectations” (3) in any responsibility area, the Board shall collaborate with the Fire Chief to develop a written Performance Improvement Plan with specific actions, measurable outcomes, and timelines. Progress shall be reviewed at least semi-annually.

7. TIMELINE

- Evaluation period: October 1 through September 30 (unless otherwise specified)
- Self-assessment due: No later than October 31
- Department questionnaire distributed: On or before October 1
- Questionnaire responses due: No later than November 10
- Board completes evaluation form: No later than December 10
- Evaluation meeting with Fire Chief: On or before December 31

8. GOAL SETTING

At the conclusion of each annual evaluation, the Board and Fire Chief shall mutually establish measurable performance goals for the upcoming year. These goals shall be documented and become part of the subsequent evaluation.

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.

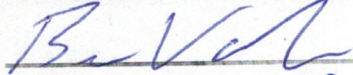
11. AMENDMENT

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

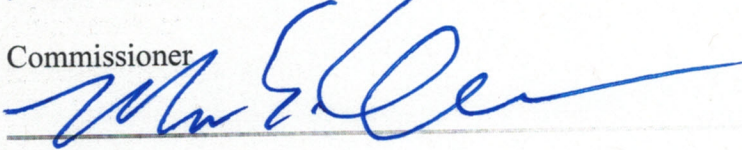
APPROVED AND ADOPTED by the Board of Commissioners of the Hauser Lake Fire Protection District on this 23rd day of February 2026, by Resolution No. 2026-1B.



Chair, Board of Commissioners

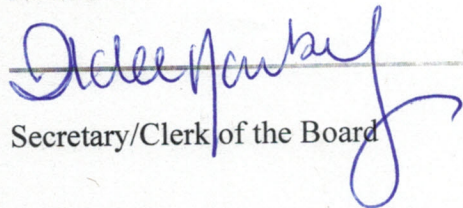


Commissioner



Commissioner

ATTEST:



Secretary/Clerk of the Board