

## **Board Action Request**

SUBJECT: Fire Chief's Performance Evaluation Process

DATE: March 21, 2022

FROM: Director Pete Benequista

TO: Tubac Fire District Board of Directors

### **Background:**

By-Laws of TFD, Article II, Paragraph 5.D. states: The Board shall schedule and conduct a review of the Fire Chief's performance annually. This statement is followed by an unnecessarily long and complex process for doing so.

TFD's Employment Contract with Chief Horvath, Paragraph 5 states: The Fire District may review the Chief's performance at any time during the term of this agreement, up to and including an annual performance review. This statement is followed by a brief general description of the review process.

Several monthly meetings ago, this Board voted to forgo the annual performance evaluation for Chief Horvath. This decision was a great dis-service to both The Chief and the members of the District. The vote was likely influenced by the lengthy, intimidating and somewhat scary nature of the process.

Other Government agencies as well as most private companies utilize a much more simple and straightforward, but effective, evaluation process. TFD should do this also.

**Fiscal Impact:** A palpable reduction in required Board and Staff time.

### **Proposed Motion:**

Motion to replace Article II, Paragraph 5, Section D of the By-laws with the following:

D. The Board shall schedule and conduct a review of the Fire Chief's performance annually. The review shall take into account all factors that are included in the Fire Chief's Employment Agreement, the Fire Chief's Job Description, and previous Board Directives. Documentation shall comprise those forms and formats currently in use by the TFD and provided to the Chief in advance. The Board shall develop and document the review in Executive Session. The Board shall approve the documented review in open meeting. Within one week, the Board Chairperson shall meet with the Chief in private to go over the evaluation, note the Chief's comments, obtain signature and provide a copy.

Respectfully submitted,

Peter R Benequista