



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: June 18, 2019

DATE: June 5, 2019

TO: Truckee Meadows Fire Protection District Board of Fire Commissioners

FROM: Carla Arribillaga, Human Resources Manager
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THROUGH: Charles A. Moore, Fire Chief
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SUBJECT: Recommendation to discuss and conduct an annual performance evaluation for Truckee Meadows Fire Protection District Fire Chief including (but not limited to) discussion regarding results, goals, objectives, and possible adoption of priorities and expectations to include possible amendments to the terms of the Fire Chief's contract based on the evaluation and to include possible changes to compensation (not to exceed 5%) and benefits, or in the alternative, to provide direction to staff concerning the conduct of a performance evaluation to be held at a later meeting. The annual performance evaluation is a requirement as stated in the Employment Agreement. (All Commission Districts)
FOR POSSIBLE ACTION

SUMMARY

This item is a recommendation to discuss and conduct an annual performance evaluation for Truckee Meadows Fire Protection District Fire Chief including (but not limited to) discussion regarding results, goals, objectives, and possible adoption of priorities and expectations to include possible amendments to the terms of the Fire Chief's contract based on the evaluation and to include possible changes to compensation (not to exceed 5%) and benefits, or in the alternative, to provide direction to staff concerning the conduct of a performance evaluation to be held at a later meeting. The annual performance evaluation is a requirement as stated in the Employment Agreement.

PREVIOUS ACTION

Charles A. Moore was appointed as Fire Chief of Truckee Meadows Fire Protection District by the Board of Fire Commissioners pursuant to NRS 474.470 and 474.500, inclusive, at its regular meeting on February 28, 2012 and entered into an employment agreement dated March 15, 2012, with the first day of employment commencing on April 2, 2012.

October 28, 2014, the Board of Fire Commissioners approved Amendment No. 1 to the Employment Agreement between Truckee Meadows Fire Protection District Board of Fire Commissioners and Charles Moore.

January 17, 2017, The Board of Fire Commissioners approved Amendment No. 2 to the existing employment contract to reflect a new annual salary, at a base rate of \$178,500, effective retroactively to April 2, 2016 for Truckee Meadows Fire Protection District Chief, Charles A. Moore.

BACKGROUND

This item is the annual performance evaluation of the Truckee Meadows Fire Protection District Fire Chief Charles Moore for the period of April, 2018 through April, 2019. The Fire Chief's Employment Agreement Section 7 addresses the annual evaluation of the Fire Chief and the language is copied below for your convenience.

A. The TMFPD Board of Fire Commissioners, with Employee's input, agrees to adopt priorities and expectations for Employee and the Board agrees to do so each year thereafter so long as this Agreement is in effect. The Board's adoption of priorities and expectations for Employee shall coincide with Employee's evaluation as provided in Paragraph B below. The priorities and expectations may be added to or deleted as the TMFPD Board may from time to time determine, in consultation with Employee.

B. Each year prior to or as near as possible to the anniversary date of this Agreement, the TMFPD Board of Fire Commissioners will review and evaluate Employee's performance in accordance with the provisions of the Open Meeting Law. Employee shall contact the Chair of the Board at least 30 days in advance of his anniversary date to schedule the evaluation. The evaluation shall be based upon priorities and expectations as developed as provided in Paragraph A above. The evaluation process will be jointly developed and mutually agreed upon by Employer and Employee.

The Chief has provided his summary on the previous year's accomplishments and his input on priorities and expectations for the following year. Staff looks for the Board's direction on process regarding feedback for feedback tools on the Chief's performance and any specific processes should the Board desire additional measurements or comments.

Previous Year's Accomplishments:

A. Create efficiencies throughout the District using technology and special studies to improve operational and administrative processes.

- a. Revise policies to include a Best Practices Manual (in progress). This is intended to transition from policies that transition us from a "rule-bound" organization to one that encourages employees to think and act within a framework of well researched and collaboratively designed guidelines.
- b. Upgrade mission critical scheduling software (Telestaff) to a cloud based platform that can be accessed from any smart phone.
- c. Successful implementation of Kronos Payroll System. The transition was successful. Programming is on-going to link Telestaff to the payroll platform. When complete, there will be minimal Supervisory involvement in the payroll process. When the schedule is correct, so will the payroll disbursement.
- d. Increase social media opportunities to communicate directly with neighborhoods and citizens of Washoe County. Through the use of Twitter, NextDoor and

Facebook, the District is leveraging social media to push important information to the public.

B. Provide meaningful opportunities for career growth using best practices, officer and staff level academies and training in operational and supervisory skills;

- a. Career Academy series for Fire Equipment Operators, Captains and Battalion Chiefs. Battalion Chief Joe Schum developed a Captain's academy which provided development in leadership and supervisory skills for company officers. The training division is providing new coursework in all risk areas, including EMS, structure and wildland fire, and rescue.
- b. Mentorship. Chief Joe Kammann sees that all EMS calls undergo a QA process that include a review of treatment and delivered therapies to thoroughness of charting and reporting. The District has begun a Peer Support team that helps employees cope with the stresses of the career and individual personal issues.
- c. Succession Planning. (Ongoing)

C. Lead Northern Nevada in fire prevention awareness

- a. Continue green waste management programs. Since inception, over 5000 cubic yards of material have been collected and recycled. This has resulted in a reduction of fuels and a mindfulness of citizens to take action to create defensible space.
- b. Increase outreach to citizens to educate and promote fire awareness. A new fire adapted community chapter has been established in Verdi.
- c. Social media messaging on burn days, green waste collection days and the need to be fire aware have increased substantially.

D. Develop facility, apparatus and staffing planning process to address future organizational needs

- a. Station 33 and sale of the old station 14 property.
- b. Initiated a new deployment plan that will aid the Board in decision making for improving future service levels. (Ongoing).
- c. Developed a plan to redevelop Station 37 that will be millions less than to build off the current site prior to the expiration of the SUP that requires the modular residential quarters be removed. Purchased an adjacent
- d. Acquired two new Type 1 structural engines and two new water tenders. Added a fourth firefighter to the staffing plan at Station 40 Mogul.

2019/2020 Proposed priorities and expectations:

- 1. Begin the process to revise the Wildland Hazard Map to reflect new hazards and/or modify the map where hazards have been reduced. This map was last completed in 2006. The map will serve to make new development responsive to wild fire risk.
- 2. Identify fuels reduction projects that will serve to decrease progression of fires into

communities. Take steps to initiate fuels projects in these areas.

3. Encourage and support the establishment of Fire Adapted Community chapters.
4. Continue to advance closest unit response and AVL dispatch to include high acuity medical calls and work to increase the timely flow of information across dispatch centers.
5. Leverage and upgrade mission critical and analytical software tools. Complete the deployment and strategic plans.
6. Complete the comprehensive facilities plan and define costs and financing alternatives.
7. Develop new sources of revenue – fees, billable incidents and grants.
8. Continue deployment and response alternatives for volunteers.
9. Succession planning with an emphasis on programs to develop the next generation of Chief Officers.
10. Maintain and support the Green Waste Collection Program. Increase efficiency while reducing costs of the program.
11. Develop new strategies on reducing Worker’s Compensation Insurance Costs
12. Complete a revision of the interlocal between Washoe County and Truckee Meadows Fire Protection District.
13. Complete the transfer of Full Management responsibilities for Gerlach and Red Rock Fire services to Truckee Meadows Fire Protection District.
14. Complete a study and present recommendations for a northern boundary line adjustment.

FISCAL IMPACT

There is no fiscal impact to this item except if the Board amends compensation and benefits.

RECOMMENDATION

It is recommended the Board conduct an annual performance evaluation for Truckee Meadows Fire Protection District Fire Chief including (but not limited to) discussion regarding results, goals, and objectives and amendments to the terms of the Fire Chief’s contract based on the evaluation to include possible changes to compensation and benefits with possible direction on additional feedback tools to be presented in a subsequent meeting.

POSSIBLE MOTION

Should the Board agree with staff’s recommendation a possible motion could be:

“I move to approve the annual performance evaluation for the Truckee Meadows Fire Protection District Fire Chief.....”