



# TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

## STAFF REPORT

Board Meeting Date: May 22, 2018

**DATE:** April 25, 2018

**TO:** Truckee Meadows Fire Protection District Board of Fire Commissioners

**FROM:** Dena Wiggins, Human Resources Administrator  
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**THROUGH:** Charles A. Moore, Fire Chief  
Phone: (775) 328-6123 Email: [cmoore@tmfpd.us](mailto:cmoore@tmfpd.us)

**SUBJECT:** Discussion and possible approval of the 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. (All Commission Districts) **FOR POSSIBLE ACTION**

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### **SUMMARY**

This item is the 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. The annual performance evaluation is a requirement as stated in the Employment Agreement.

**Strategic Objective supported by this item:** *Safe, secure and healthy communities*

### **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.

March 20, 2018, the Board approved a list of evaluators for a 360 degree evaluation for the Fire Chief's annual performance review and direct staff to develop a survey and distribute the survey to the list of Evaluators.

## **BACKGROUND**

This item is the annual performance evaluation of the Truckee Meadows Fire Protection District Fire Chief Charles Moore for the period of April, 2017 through April, 2018. The Fire Chief's Employment Agreement Section 7 addresses the annual evaluation of the Fire Chief. A 360 evaluation was prepared by the TMFPD Human Resources Administrator and distributed to the list of evaluators. The survey opened on April 13, 2018 and closed on May 3, 2018. Seventeen respondents participated in the survey resulting in a 61% response rate.

Overall, the respondents indicated that Chief Moore meets or exceeds requirements in all key performance indicators of Leadership, Problem Solving, Decision-Making, Community Relations, Board Relations, Relationship with Other County Departments, and Professional Knowledge. A summary of the results are attached.

A Regional Compensation Study was also completed in early 2018 to evaluate the salaries and total compensation of other Fire Chiefs in Northern Nevada. Chief Moore's base salary was 9% over the second highest paid Fire Chief in the region.

A copy of the Fire Chief's Initiatives for the following year, the salary comparison and survey results are attached.

## **FISCAL IMPACT**

There is no fiscal impact to this item.

## **RECOMMENDATION**

It is recommended the Board approve 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.

## **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....."*