



## TRUCKEE MEADOWS FIRE PROTECTION DISTRICT STAFF REPORT

Board Meeting Date: March 2, 2020

**DATE:** February 12, 2021

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

**FROM:** Carla Arribillaga, HR Manager  
Phone: (775) 326-6007 Email: [carribillaga@tmfpd.us](mailto:carribillaga@tmfpd.us)

**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 evaluation process for the Fire Chief, including questions and a proposed list of evaluators and a possible discussion of goals and objectives for next year's review. The results of the evaluation will be presented at the April 6 regular meeting of the Board of Fire Commissioners. (All Commission Districts) FOR POSSIBLE ACTION

---

### **SUMMARY**

This item is discussion and possible approval of the annual evaluation process for the Fire Chief, including questions and a proposed list of evaluators and a possible discussion of goals and objectives for next year's review. The results of the evaluation will be presented at the April 6 regular meeting of the Board of Fire Commissioners.

The Board is requested to approve or modify the list of evaluators and approve or modify the list of questions to evaluators.

### **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. Three Amendments to the contract to include a contract term renewal expiring on December 31, 2022 have been approved.

### **BACKGROUND**

The process and timeline for the evaluation of the Truckee Meadows Fire Protection District Fire Chief Charles Moore is outlined in the employment agreement, section 7 and is copied below for your convenience. The evaluation period is for April 2020 to April 2021.

*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 proposed evaluators are proposed as follows:

Group 1: Fire Commissioners

1. Bob Lucey, Chair
2. Vaughn Hartung, Vice Chair
3. Kitty Jung, Commissioner
4. Jeanne Herman, Commissioner
5. Alexis Hill, Commissioner

Group 2: Direct Reports

1. Dale Way, Deputy Chief
2. Alex Kukulus, Deputy Chief
3. Cindy Vance, Chief Fiscal Officer
4. Adam Mayberry, Communications Manager
5. Sandy Francis, Administrative Assistant
6. Carla Arribillaga, HR Manager

Group 3: Internal Stakeholders

1. Josh Kutz, President Local 2487
2. Division Chief Chris Ketring
3. Division Chief Joe Schum
4. Division Chief Joe Kammann
5. Division Chief August Isernhagen
6. Simona Parton, Accountant
7. Kimberly Paholke, Account Clerk II
8. Todd Meckler, Fleet Manager

Group 4: External Stakeholders

1. Jim Reid, Fire Chief, City of Sparks
2. Dave Cochran, Fire Chief, City of Reno
3. Sean Slamon, Fire Chief, City of Carson City
4. Darin Balaam, Washoe County Sheriff

5. Jan Galassini, Washoe County Clerk
6. Mary Kandas, Deputy District Attorney (Assigned to TMFR)
7. Kelly Echeverria, Washoe County Emergency Manager
8. Eric Brown, Washoe County Manager
9. Dean Dow, CEO REMSA
10. Patricia Hurley, Washoe County HR Manager
11. Quinn Korbolic, Washoe County CIO
12. Ben West, Security Administrator

The proposed questions are as follows:

2020 Performance Feedback Survey  
Charles Moore, Fire Chief  
Group 1 - Fire Commissioners

Rate proficiency using the following guidelines:

- **Exceeds Your Expectations:** Performance is consistently exceptional. This person is a role model of competency.
  - **Meets Your Expectations:** Performance meets and periodically exceeds expectations. This person is a strong contributor to the organization.
  - **Area for Growth:** Performance does not consistently meet reasonable expectations and standards. Immediate steps must be taken to improve.
  - **Evaluator Has No Basis for Judgment:** This is an acceptable answer if you are not familiar with the Fire Chief's effectiveness in a particular area.
1. Sets an effective example of high personal standards and integrity, inspiring staff to do the same.  
Comments: Provide details of success and/or needed improvement.
  2. Functions as an effective leader of the organization; gaining trust, respect, and cooperation.  
Comments: Provide details of success and/or needed improvement.
  3. Practices timely and effective communication with all stakeholders and staff across the organization on emergency issues within the District.  
Comments: Provide details of success and/or needed improvement.
  4. Effectively implements the Board's policy directions and philosophy.  
Comments: Provide details of success and/or needed improvement.
  5. Works to be an effective liaison between Board members and staff; allowing staff the space needed to successfully execute the Board policies.  
Comments: Provide details of success and/or needed improvement.

2020 Performance Feedback Survey  
Charles Moore, Fire Chief  
Group 2 - Direct Reports

Rate proficiency using the following guidelines:

- **Exceeds Your Expectations:** Performance is consistently exceptional. This person is a role model of competency.
  - **Meets Your Expectations:** Performance meets and periodically exceeds expectations. This person is a strong contributor to the organization.
  - **Area for Growth:** Performance does not consistently meet reasonable expectations and standards. Immediate steps must be taken to improve.
  - **Evaluator Has No Basis for Judgment:** This is an acceptable answer if you are not familiar with the Fire Chief's effectiveness in a particular area.
1. Sets an effective example of high personal standards and integrity, inspiring staff to do the same.
  2. Functions as an effective leader of the organization; gaining trust, respect, and cooperation.
  3. Practices timely and effective communication with all stakeholders and staff across the organization on emergency issues within the District.
  4. Values staff and recognizes them for their contributions.
  5. Develops a talented team and challenges them to perform to their highest level.
  6. Listens attentively and effectively which includes encouraging feedback and using that feedback in decision making.
  7. Works to be an effective liaison between Board members and staff; allowing staff the space needed to successfully execute the Board policies.
  8. Provides support to the Board's meeting process that allows for open, transparent decision making.
  9. Select the best statement for the overall evaluation of Fire Chief Charles Moore.
  10. Comments: Provide details of overall success and/or needed improvement.

2020 Performance Feedback Survey  
Charles Moore, Fire Chief  
Group 3 – Internal Stakeholders

Rate proficiency using the following guidelines:

- **Exceeds Your Expectations:** Performance is consistently exceptional. This person is a role model of competency.
- **Meets Your Expectations:** Performance meets and periodically exceeds expectations. This person is a strong contributor to the organization.

- **Area for Growth:** Performance does not consistently meet reasonable expectations and standards. Immediate steps must be taken to improve.
  - **Evaluator Has No Basis for Judgment:** This is an acceptable answer if you are not familiar with the Fire Chief's effectiveness in a particular area.
1. Sets an effective example of high personal standards and integrity, inspiring staff to do the same.
  2. Functions as an effective leader of the organization; gaining trust, respect, and cooperation.
  3. Practices timely and effective communication with all stakeholders and staff across the organization on emergency issues within the District.
  4. Values staff and recognizes them for their contributions.
  5. Develops a talented team and challenges them to perform to their highest level.
  6. Listens attentively and effectively which includes encouraging feedback and using that feedback in decision making.
  7. Works to be an effective liaison between Board members and staff; allowing staff the space needed to successfully execute the Board policies.
  8. Provides support to the Board's meeting process that allows for open, transparent decision making.
  9. Select the best statement for the overall evaluation of Fire Chief Charles Moore.
  10. Comments: Provide details of overall success and/or needed improvement.

2020 Performance Feedback Survey  
Charles Moore, Fire Chief  
Group 4 – External Stakeholders

1. Functions as an effective leader of the organization.
2. Practices timely and effective communication with all stakeholders and on emergency issues within the Region.
3. Effectively represents the District in public; projects a positive public image based upon courtesy, professionalism, and integrity.
4. Maintains a successful working relationship with regional stakeholders and community organizations.
5. Encourages and considers collaboration on regional issues.
6. Accessible to leadership of other agencies, jurisdictions, and organizations; displaying appropriate diplomacy and tact.
7. Effectively communicates and coordinates with a variety of stakeholders throughout the region and state.

8. Ensures that Washoe County is represented and appropriately involved in projects and programs sponsored by outside stakeholders that have impact on the County and that the County can impact.

Responses from evaluators will be collated by the TMFR Human Resources Manager and summarized to the Board at the April regular meeting.

Response from evaluators will be confidential.

### **FISCAL IMPACT**

There is no fiscal impact to this item.

### **RECOMMENDATION**

It is recommended the Board approve or modify the annual evaluation process for the Fire Chief, including questions and a proposed list of evaluators.

### **POSSIBLE MOTION**

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

*"I move to approve presented or modified list of evaluators and questions for the annual performance evaluation for the Fire Chief."*