

Fire Chief's Self-Evaluation Annual Evaluation of the Storey County Fire Chief

Date of Evaluation: 1/15/2022		
Fire Chief Being Evaluated: Jeremy Loncar		
Self-Evaluator: Jeremy Loncar		
Evaluation Period - From: 1/1/21	To: 1/1/22	(month/day/year)

A. Fire Chief job description essential function elements:

- Develops goals and objectives
- Motivates staff
- Fosters team management
- Administrates policies
- Advises appropriate policies
- Administers contracts
- Evaluates staff
- Administers the budget
- Promotes economic development
- Resolves issues and complaints
- Assist the board
- Fosters team management
- Oversees the budget
- Serves as a public information officer
- Investigates
- Legislative representative
- Lobbyist
- Responds to emergencies

B. Primary elements of the Fire Chief's duties being evaluated in accordance with job description:

- Leadership
- Organizational Management
- Financial Management
- Human Resources Development
- Public Service
- Economic Development
- Personal Character
- Emergency Management
- Code of Ethics

C. Rating scale for each evaluation element. For each category, check which most closely applies. The commissioners should discuss each element collaboratively and individually decide what rating to assign for that element. The commissioners should also review and consider the ratings in the Fire Chief's self-evaluation.

- **Distinguished:** The Fire Chief is so successful at this job criterion that special note should be made. This performance rank is in the top 10 percent.
- **Excellent:** Performance at this level is one of better performance in the organization, given the common standards and results. This is better than average performance.
- **Satisfactory:** Performance is at or above minimum standards. This level of performance is what one would expect from the most experience and competent manager.
- **Needs Improvement:** Performance is somewhat below what would be expected of an experienced and competent manager. However, there appears to be potential to improve the rating within a reasonable timeframe.
- **Unsatisfactory:** Performance is well below standards and there is serious question as to whether the person can improve to meet the minimum standard.

1. Leadership

- a. Motivates and encourages teamwork, innovation, and problem-solving
- b. Instills confidence and promotes initiative through support and encouragement
- c. Delegates authority appropriately
- d. Affective advocate of county fire programs
- e. Communicates clearly with board, staff, and county manager and county departments
- f. Leads in accordance with policies and board directives
- g. Leads according to strategic goals, objectives, and policies
- h. Positive relationship with board
- i. Positive relationship with staff, county departments, and elected offices
- j. Represents board's interest in local and regional issues and projects
- k. Positive relationship with residents, businesses, and public
- l. Takes ownership of error
- m. Builds inter-local relations (local, state, federal)

___ *Distinguished*

___ *Excellent*

___ *Satisfactory*

___ *Needs Improvement*

___ *Unsatisfactory*

Comments:

I constantly strive to deliver complete, profession, and accurate work and lead by example. I understand that the successes of our District are because of the team we have assembled and know that everyone plays an equal roll in them.

I take full credit for mistakes and seek out the best way to correct them.

I do need to delegate more and often keep too heavy of a workload. Because I take on so much, there are times that I do not get the work achieved to a level that I expect from myself.

Our District has built strong relationships with both the public and private sectors. I understand their importance in our delivery of public safety to not only within Storey County, but also regionally.

New or additional goals for the future:

In 2022, I would like to set a goal of attending more training with my staff and find more effective ways to delegate duties for better end results. I will also continue my evaluation of the structure of the district to ensure that we do not overburden my command staff.

--

2. Organizational Management

- a. Implements and enforces board directives
- b. Follows organization policies and programs
- c. Responds timely to board requests
- d. Reports are accurate, comprehensive, concise, and persuasive
- e. Effective Public Information Officer (PIO)
- f. Understands, supports, and enforces policies
- g. Reviews policies and recommends improvements
- h. Efficient and effective
- i. Detail oriented and avoids errors
- j. Resolves problems
- k. Delivers product

___ *Distinguished*

___ *Excellent*

___ *Satisfactory*

___ *Needs Improvement*

___ *Unsatisfactory*

<p><i>Comments:</i></p> <p><i>I lean heavily on policies and have been working diligently to improve them.</i></p> <p><i>I am a very efficient worker and take limited time off. I resolve problems at the lowest level and work to respond as timely as possible to the Board of Fire Commissioners, my staff, and the public.</i></p> <p><i>Unfortunately, at times I am more of a “big picture” type of individual and miss some of the smaller details. I do attribute this to my workload and understand that I need to delegate more in the upcoming year.</i></p> <p><i>New or additional goals for the future:</i></p> <p><i>Complete and present new District HR Policies for Board approval.</i></p> <p><i>Finalize the District CIP and Strategic Plan.</i></p>

--

3. Financial Management

- a. Directs preparation of balanced budget
- b. Provides service at levels consistent with board policies and directives
- c. Keeps board apprised of major financial issues
- d. Monitors budget expenditures to ensure funds are spent correctly
- e. Evaluates programs and services and makes appropriate adjustments
- f. Meets board policies, guidelines, and directives
- g. Exhibits responsible and appropriate expenditures
- h. Uses labor and resources efficiently
- i. Exhibits financial competency
- j. Anticipates and plans for future financial needs
- k. Utilizes federal and state grant and funding opportunities

___ *Distinguished*

___ *Excellent*

___ *Satisfactory*

___ *Needs Improvement*

___ *Unsatisfactory*

Comments:

I view our budget daily and keep a watchful eye on our expenses. I have been very successful with grants in my tenure with the Fire District and combining the grants received since I was hired in 2018, the Fire District has been successfully awarded around \$5 million in alternative funding.

After recommendation by my staff and the Comptrollers Office, we immediately moved to change our EMS billing and after this year's audit, that change was specifically called out for its dramatic improvement by the auditor.

We have updated many outdated EMS and emergency mitigation rates to ensure the district receives appropriate funding for off district assignments.

I have built our new CIP for the fire district by not just what I felt we needed, but also opened it up to my staff to opine on the needs and direction of our fire district.

New or additional goals for the future:

I plan to pursue more FEMA grants for training materials and props in 2022. I will also work closely with my fuels crew to pursue more funding for fuels management.

4. Human Resources Development

- a. Ensures personnel policies conform to law
- b. Carries out personnel policies
- c. Professionally manages the compensation and benefits plan
- d. Promotes training and professional development
- e. Maintains staffing according to organizational needs and budget limits
- f. Retains and recruits competent personnel
- g. Treats all employees fairly and equitably
- h. Promptly addresses disciplinary problems
- i. Takes appropriate corrective action
- j. Monitors and evaluates performance
- k. Evaluates and coaches consistently and fairly

___ *Distinguished*

___ *Excellent*

___ *Satisfactory*

___ *Needs Improvement*

___ *Unsatisfactory*

Comments:

I keep up to date on regulatory changes that effect our Fire District, I ensure that staff including myself follow policy and industry accepted safety procedures and treat everyone equally with professionalism and respect.

I consider myself a lifelong learner however since my time with Storey County Fire District, I have taken on a lot of additional work and have not been able to attend much additional training.

Aside from District training, I attended the Fire Service Financial Management at the National Fire Academy in Emmitsburg Maryland.

New or additional goals for the future:

Continue my higher education, obtain my Fire Officer IV certification, and keep current on my existing certifications.

5. Public Service

- a. Positive impression by citizens
- b. Visible, approachable, accessible, and responsive
- c. Displays diplomacy when responding to others
- d. Displays positive public image of the fire district
- e. Outgoing to meet with citizens and communities
- f. Communicates with citizens
- g. Citizen and customer oriented
- h. Responds timely to citizen complaints

___ *Distinguished*

___ *Excellent*

___ *Satisfactory*

___ *Needs Improvement*

___ *Unsatisfactory*

Comments:

I feel that I am a very approachable individual and ensure that I give everyone my undivided attention to listen to their concerns or questions.

I remain visible within the public and present myself in a professional manner with a smile.

I remain dedicated to delivering the best service to our customers because I know they don't have a choice in the matter. They don't get to shop fire departments/districts like one would a mechanic or other trades. We must constantly strive for perfection and show that we are the best for our communities, visitors, and businesses.

New or additional goals for the future:

Find time to attend more community events.

6. Economic Development

- a. Builds private-public partnerships
- b. Fosters inter-jurisdictional cooperation
- c. Responds quickly to stakeholder needs
- d. Adapts to changing economic environment
- e. Knows fire district assets, strengths, weaknesses, and opportunities
- f. Builds positive image of fire district based on facts
- g. Demonstrates consistency and integrity

___ *Distinguished*

___ *Excellent*

___ *Satisfactory*

___ *Needs Improvement*

___ *Unsatisfactory*

Comments:

As I entered this position, I wanted more than my views on our strengths and weaknesses. I opened dialog with my staff and took their input to help guide our organization.

I constantly monitor our performance and have implemented many new ways of doing things to improve efficiency and performance.

I work closely with regional fire service organizations as well as many private companies.

I am quick to respond to our customers and always present the district in the most professional manner.

My integrity is held very close to my heart, and I demonstrate my integrity on a daily basis.

New or additional goals for the future:

Meet with more businesses within TRIC to better understand their contributions to our very successful and booming economy.

7. Personal Character

- a. Shows originality in approaching problems
- b. Takes rational, impersonal, and unbiased approach based on facts and qualified opinions
- c. Energetic and willing to spend time to do exceptional work
- d. Reaches quality decisions in timely fashion
- e. Honest and forthcoming in professional capacities
- f. Reputation in community for honesty and integrity
- g. Accepts constructive criticism and takes ownership for mistakes

- ___ *Distinguished*
- ___ *Excellent*
- ___ *Satisfactory*
- ___ *Needs Improvement*
- ___ *Unsatisfactory*

Comments:

I am very energetic, to a fault at times. I should probably utilize this opportunity to thank many of the County employees that assist our Fire District. I am not always an easy individual to work with and demand a lot in a small period of time. I move fast, carry a large workload, and can be a lot to handle.

I am always honest and base my decisions on my experiences, my training, and facts. I do not pad our stats or keep our daily operations a secret. I will remain transparent and stand by my decisions.

New or additional goals for the future:

Slow down a bit, find a good work/life balance, remember why I got into the fire service to help me move forward, and stop for a minute to just visit with my staff!

8. Emergency Management

- a. Leads and manages effectively during crises
- b. Inter-jurisdictional cooperation
- c. Supports emergency management planning
- d. Maintains conformance with emergency management requirements

- ___ *Distinguished*
- ___ *Excellent*
- ___ *Satisfactory*
- ___ *Needs Improvement*
- ___ *Unsatisfactory*

Comments:

Well unfortunately since I have been with the Fire District, I have played an integrate role in some of the largest incidents in modern years. I feel that I am a safe and effective Incident Commander that thinks outside of the box to get the mission accomplished and send everyone home safe. I do not step on my Battalion Chiefs toes and let them know that I will be there to assist them however I can if needed.

I am very fortunate that I do have such talented Battalion Chiefs and while I allow them to run their emergency scene with minimal interruptions, I sure do miss being involved and hope to attend more smaller scale incident so I can remain proficient.

I work closely with County Emergency Management staff and feel that we have built a productive and professional relationship.

New or additional goals for the future:

Become more involved in LEPC.

9. Code of Ethics: The Fire Chief has exhibited excellent conformance with the Code of Ethics.

_____ *Conformed to the Code of Ethics*

_____ *Did not conform to one or more of the Code of Ethics (Circle which of the tenet(s) below with which conformance did not occur.)*

Code of Ethics

Tenet 1 – Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

Tenet 2 – Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant

Tenet 3 – Demonstrate by word and action the highest standards of ethical conduct and integrity in all public, professional, and personal relationships in order that the member may merit the trust and respect of the elected and appointed officials, employees, and the public.

Tenet 4 – Recognize that the chief function of local government at all times is to serve the best interests of all people.

Tenet 5 – Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

Tenet 6 – Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.

Tenet 7 – Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.

Tenet 8 – Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.

Tenet 9 – Keep the community informed on fire district affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

Tenet 10 – Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

Tenet 11 – Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.

Tenet 12 – Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.