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**Loveland Fire Rescue Authority  
Special Board Meeting**



**Station 2  
3070 W. 29<sup>th</sup> Street  
Community Room  
Loveland, Colorado 80537  
Wednesday, May 10, 2017**

**2:00 PM**

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Loveland Fire Rescue Authority (LFRA) Board  
 3070 W. 29<sup>th</sup> Street,  
 Station 2 Community Room  
 Loveland, Colorado 80537  
 Wednesday, May 10, 2017  
 2:00 PM

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***A Special Meeting of the Loveland Fire Rescue Authority Board  
 Wednesday, May 10, 2017.  
 2:00 PM,  
 Station 2 Community Room***

*On The Loveland Fire Rescue Authority (LFRA) is committed to providing an equal opportunity for services, programs and activities and does not discriminate on the basis of disability, race, age, color, national origin, religion, sexual orientation or gender. LFRA contracts with the City of Loveland for assistance with translation, discrimination concerns, and Americans with Disabilities Act accommodations. Please contact the City of Loveland Title VI Coordinator at [TitleSix@cityofloveland.org](mailto:TitleSix@cityofloveland.org) or 970-962-2372 for translation services and discrimination concerns. LFRA will make reasonable accommodations for citizens in accordance with the Americans with Disabilities Act (ADA). For more information on ADA or accommodations, please contact the City of Loveland ADA Coordinator at [Jason.smitherman@cityofloveland.org](mailto:Jason.smitherman@cityofloveland.org) or 970-962-3319.*

*La Autoridad de Rescate de Incendios de Loveland (LFRA, por sus iniciales en inglés) se compromete a proveer oportunidades equitativas para servicios, programas, y actividades, y no discrimina basándose en discapacidades, raza, edad, color, origen nacional, religión, orientación sexual, o género. La LFRA tiene contratos con la Ciudad de Loveland para recibir asistencia para traducciones, en caso de preocupaciones de discriminación, y de acomodaciones de la Ley de Americanos con Discapacidades. Por favor comuníquese con el Coordinador del Título VI de la Ciudad de Loveland en [TitleSix@cityofloveland.org](mailto:TitleSix@cityofloveland.org) o al 970-962-2372 si necesita servicios de traducción o tiene preocupaciones de discriminación. La LFRA organizará acomodaciones razonables para ciudadanos de acuerdo con la Ley de Americanos con Discapacidades (ADA, por sus iniciales en inglés). Si desea más información acerca de la ADA o acerca de las acomodaciones, por favor comuníquese con la Coordinadora de la Ciudad de Loveland en [Jason.smitherman@cityofloveland.org](mailto:Jason.smitherman@cityofloveland.org) o al 970-962-3319.*

*Wireless access: COLGuest, accesswifi*

### ***Agenda***

*Anyone who wishes to address the Board on any item on this part of the agenda may do so when the Chair calls for public comment. All public hearings are conducted in accordance with Board By-Laws. When Board is considering approval, the Authority's By-laws only requires that a majority of the Board quorum be present to vote in favor of the item.*

1. Finalize the Annual Performance Evaluation of the Fire Chief

### ***Adjourn***

## Agenda Item Cover

Item No.: 1

Meeting Date: May 10, 2017

Prepared By: Andrea Wright, Human Resources Manager



### TITLE

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Finalize Annual Fire Chief Performance Evaluation

### EXECUTIVE SUMMARY

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The Board provided feedback to Human Resources and the Board will meet in executive session to discuss and consolidate board member feedback for the Fire Chief's annual evaluation.

### BACKGROUND

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An executive session pursuant to the LFRA Bylaws and the Colorado Open Meetings Law will be held for the purpose of:

- 1) discussing personnel matters to include review, evaluation, deliberation, and discussion regarding the annual evaluation of the Fire Chief, as authorized by CRS § 24-6-402(4)(f) and LFRA Bylaws section 4(e); and
- 2) considering and discussing documents and materials related to these personnel matters that are not subject to public inspection under the Colorado Open Records Act, as authorized by CRS § 24-6-402(4)(g).

### STAFF RECOMMENDATION

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None

### FINANCIAL/ECONOMIC IMPACTS

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None

### ASSOCIATED STRATEGIC GOALS

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N/A

### ATTACHMENTS

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None

**2016-2017**  
**Loveland Fire Rescue Authority (LFRA)**  
**Fire Chief Performance Review**

**Position Incumbent:**  
**LFRA Board Members:**  
**Date of Review:**

**RATING SCALE:**

- Outstanding:** Consistently surpassing standards in area of responsibility and sets the example of excellence for the Department.
- Above Expectations:** Consistently meeting all standards and at least half of the time are exceeding some of the standards that define proficient performance for the area of responsibility.
- Meets Expectations** Meets the standards consistently for proficient performance in area of responsibility. Demonstrates employee is a good and solid performer.
- Meets Most Expectations** Meets a majority of the standards that define proficient performance for area of responsibility.
- Below Expectations:** Meets less than half the standards that define proficient performance for this area of responsibility. Employee is not performing at expected level.

<b>LFRA Rating &amp; Comment Summary</b>		
<b>Category</b>	<b>Rating (O, AE, ME, MM, BE)</b>	<b>Comments</b>
Response		
Readiness		
Resources		
Relationships		
Positional Leadership		
Financial Responsibility		

Safety		
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### **Response**

#### Performance Meets Standards When:

Provides timely responses to requests/needs without having to follow up;  
 Approachable manner that encourages interaction;  
 Is respectful and courteous to peers, subordinates, and stakeholders  
 Communicates clearly and concisely using a variety of methods, both in writing and verbally;  
 Identifies issues and ideas;  
 Provides information that is accurate and timely;

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### **Readiness**

#### Performance Meets Standards When:

Demonstrates a high degree of mastery in the skills, knowledge and expertise required in the role;  
 Approaches objectives and issues in a logical and systematic manner;  
 Examines situations from multiple perspectives;  
 Works with and interprets complex information, effectively evaluates problems, and makes recommendations and improvements  
 Actively seeks out opportunities to help the organization achieve its goals and mission;  
 Ability to implement and complete projects independently to achieve goals

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### **Resources**

#### Performance Meets Standards When:

Develops timelines and plans for execution of goals and/or objectives;  
 Participates in the preparation and administration of Capital Improvement Project (CIP) plans and budgets;  
 Monitors, ensures, and provides for the successful completion of projects in accordance with established project specifications, timelines, budgets, and quality standards

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### **Relationships**

#### Performance Meets Standards When:

Builds and maintains effective working relationships;  
 Participates and is a constructive member in meetings or projects;  
 Solicits feedback to improve service;  
 Manages difficult or emotional situations with professionalism;  
 Displays responsiveness to public;  
 Demonstrates commitment to public service;  
 Addresses conflicts by focusing on the issues at hand to develop effective solutions;  
 Facilitates communication, maintains impartiality, and applies negotiation skills;

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### **Positional Leadership**

#### Performance Meets Standards When:

Inspires respect and trust;  
 Encourages others to take action;

Offers creative suggestions to improve current processes;  
 Provides resourceful ideas to address organizational goals and objectives;  
 Advocates for personnel and the organization  
 Accountable to achieve goals and objectives;  
 Acts with high ethical standards;  
 Tactfully handles sensitive issues with discretion

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### Financial Responsibility

#### Performance Meets Standards When:

Understands financial targets, budget goals and incorporates financial analysis into strategic decisions;  
 Implements operating budget flexibility to address changing priorities;  
 Creates sound business cases to support expenditures and promotes conservation of organizational resources

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### Safety

#### Performance Meets Standards When:

Addresses safety issues promptly;  
 Models safety practices;  
 Is knowledgeable about safety programs, training resources, safety equipment and best practices

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### Previously Established Goals and Objectives\*

*\*Per LFRA and City Direction*

Goals	Results	Rating	Comments

  

Overall Year-end	Rating	Comments

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### Goals FOR 2017-2018\*

*\*Per LFRA Board, City and Self-Evaluation*

Goals	Results	Rating	Comments

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### Individual Development Goals and Objectives

*\* Per LFRA and/or City, as well as Self-Evaluation NOT be used to evaluate your performance. The focus is professional aspirations/growth opportunities.*

Skills/Knowledge/Experience	Key Actions	Timetable/Completed

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**SIGNED:**

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**LFRA Board Chair – Jeff Swanty**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**LFRA Vice Chair - Mayor Cecil Gutierrez**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Fire Chief**

\_\_\_\_\_  
**Date**