

TUALATIN VALLEY FIRE AND RESCUE
FIRE CHIEF ROLE AND EXECUTIVE FUNCTIONS

SECTION 6

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The administration of the Fire District in all of its aspects shall be delegated to the Fire Chief, who shall carry out the administrative functions according to the policies adopted by the Board. At a minimum, the Fire Chief shall:

- A. Initiate, administer, and supervise the fire protection, fire prevention, emergency medical, emergency management, and safety programs of the District.
- B. Initiate, administer, and supervise all functions and programs of the District.
- C. Supervise the maintenance and upkeep of any facilities and equipment owned or maintained by the District, and recommend to the Board the acquisition of new, or sale of used, equipment and facilities.
- D. Keep and maintain proper fiscal records for the District.
- E. Hire and, when necessary, terminate, promote, and demote all personnel necessary to carry out the business of the District subject to the limitations of ORS 478.260.
- F. Provide assistance or services to other fire agencies when reasonable and practical.
- G. Function as the District Elections Authority as defined in ORS 255.005(4).

DATE: October 21, 1996

REVISED: December 14, 2021

REVIEWED: December 9, 2025

- A. The Board of Directors shall initiate processes that will facilitate transfer of command. These processes shall be initiated a minimum of six months in advance of a planned vacancy.
- B. In the event the Board appoints an Interim Fire Chief, the term of that appointment shall be limited to six months. If the Board deems it necessary to extend the term of an Interim Fire Chief, the extension may occur without further action by the Board.
- C. The Board shall confer on the following:
 - 1. The timeline for the selection process
 - 2. The process to retain a search firm or recruiter
 - 3. The desired management skills and leadership characteristics, including but not limited to:
 - Industry and Special District experience and expertise
 - Operational and strategic planning, and implementation experience and abilities
 - Labor relations management, including union, non-union, and volunteer
 - Public policy development and proven ability to influence local, state, and national outcomes
 - Long-range fiscal planning and management
 - Involvement and good relations with the community
 - Moral character
 - 4. Consideration should also be given to:
 - Education and continued professional development
 - Professional accomplishments
 - Experience related to organizational complexity
 - Professional credentials and affiliations
 - 5. Analysis of internal and external compensation factors.
- D. Candidates for Fire Chief may be solicited both internally and externally.
- E. The Board may consider a process that solicits input from:
 - 1. Fire District citizens
 - 2. The District's management team
 - 3. Union membership
 - 4. Non-represented District employees

SECTION 6.2 SELECTION OF THE FIRE CHIEF (Continued)

5. The District's local government stakeholders

- F. Ultimately, the selection of the Fire Chief and the process for doing so shall be the exclusive decision and at the sole discretion of the Board of Directors.
- G. Successful candidates for the position of Fire Chief will be expected to pass a physical examination and drug screening in accordance with District policy or their employment agreement.

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REVISED: December 14, 2021

REVIEWED: December 9, 2025

SECTION 6.3 EVALUATIONS OF THE FIRE CHIEF

- A. The Fire Chief shall undergo a physical examination annually.
- B. The cost of the physical examination shall be borne by the District.
- C. The Fire Chief will have performance reviews as set forth in their contract. The evaluation should consider the Chief's:
 - 1. Ability to cooperate with the Board, staff, community members, and peer organizations;
 - 2. Communication skills;
 - 3. Leadership attributes;
 - 4. Work habits;
 - 5. Use of District resources with an emphasis on operational and fiscal efficiencies; and
 - 6. Performance made against Strategic Goals, including any that were specifically established in the Chief's previous performance evaluation.

DATE: October 21, 1996

REVISED: January 23, 2024

REVIEWED: December 9, 2025

SECTION 6.4 SELECTION OF PERSONNEL

- A. The Fire Chief is the sole hiring authority; however, the Fire Chief shall delegate appointing authority when the candidate pool includes a relative, as defined by ORS 244.020(16).
- B. The Fire Chief shall seek the most capable and qualified candidates to fill positions within the District.
- C. The Fire Chief shall consider the value of a workforce that reflects the community when considering the capabilities and qualifications of candidates.
- D. The Fire Chief shall consider the Board-adopted Strategic Goals when considering the capabilities and qualifications of candidates.

DATE: October 21, 1996

REVISED: December 14, 2021

REVIEWED: December 9, 2025

SECTION 6.5 POSITION DESCRIPTIONS FOR MANAGEMENT PERSONNEL

- A. The Fire Chief shall be responsible for the development of position descriptions for each management position reporting to the Fire Chief. Each description shall be based on the role of the position rather than the individual(s) in the position.
- B. The Fire Chief shall be responsible for periodic reviews of the position descriptions to ensure their continual correctness and compatibility with the management structure and operation of the District.

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REVISED: November 28, 2006

REVIEWED: December 9, 2025

In situations where the Board policy is not expressed, the Fire Chief shall attempt to contact the Board President for direction. In the event, however, that the Board President cannot be reached, the Fire Chief will have the power and latitude to act. It shall be the duty of the Fire Chief to notify the Board President as soon as reasonably possible of any actions taken, and to inform the Board at the next Board meeting of any action that may suggest the need for Board-adopted policy.

DATE: October 21, 1996

REVISED: June 22, 2010

REVIEWED: December 9, 2025

- A. The District shall maintain a Strategic Plan that shall serve as the District's primary planning instrument and inform development of the District's annual budget.
- B. In conjunction with the District's annual budget process, the Fire Chief shall submit, to the Board of Directors, suggested revisions and/or additions to the Board-adopted Mission Statement, Vision Statement, and Strategic Goals, as necessary to remain current and responsive to changes in the industry and the community.
- C. The Fire Chief shall take into consideration the availability of necessary resources when proposing revisions to the District's Strategic Goals and corresponding performance measures (e.g., strategies, tactics, objectives).
- D. Revised, as necessary, and upon adoption by the Board of Directors, the District's Mission Statement, Vision Statement, and Strategic Goals shall be incorporated into the District's Strategic Plan.

DATE: October 21, 1996

REVISED: December 14, 2021

REVIEWED: December 9, 2025

SECTION 6.8 INTERAGENCY AGREEMENTS

The Fire Chief shall maintain such agreements as are necessary to allow the appropriate exchange or utilization of interagency resources, thereby maximizing efficiencies and minimizing unnecessary duplication. Parties to such agreements may include local governments, state and federal agencies, and private contractors/vendors. Examples of such agreements include, but are not limited to:

- A. Mutual aid
- B. Automatic (auto) aid/closest force response
- C. Joint purchasing programs
- D. Oregon Fire Service Mobilization Plan

DATE: October 21, 1996

REVISED: March 19, 2009

REVIEWED: December 9, 2025

SECTION 6.9 POLICY APPROVAL

This is to certify that Fire Chief's Role and Executive Functions, Section 6, policies 6.1 – 6.8, were duly adopted and approved by Board action on:

Justin J. Dillingham, President of the Board

Clark I. Balfour, Secretary of the Board

APPROVED: December 9, 2025