



North Tooele Fire District
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Fire Chief - Kevin Nunn

To: Board of Trustees

From: Fire Chief

Re: Fire Chief Performance Review

The leadership cadre recently reviewed and updated Policy 1001 – Performance Evaluations. Within that Policy, language was found that stated, “within one year of appointment to a supervisory position, all supervisors should attend an approved supervisory course that includes training on the completion of performance evaluations.” In the past, there has been limited performance evaluation training. To guide our Officers, in April, 2024, all Captains attended a Company Officer Academy sponsored by Columbia Southern University in Murray, UT. Initial reactions, post-training, have been positive; although there was a lot of “story-telling” from the instructor. This course was not specifically about performance evaluations; however, it was a good opportunity for them to gain some leadership training. Captain Arnold stated, “I took 20 pages of notes!”

Also, within the review of this policy, the following language was identified – “The Board is responsible for negotiating the Fire Chief’s salary and benefit package.” There are no timing requirement details that refer to the performance of the Fire Chief. However, I believe it would be a good idea to have some type of annual review performed, even if it was only a verbal, closed-session evaluation that Cassandra can document later for signatures. In December, you approved a 10% raise for the Fire Chief which would be aligned with all other firefighters who received increases in April.

I would like to request a closed session at the next Board Meeting to discuss my annual performance review and the approved salary increase. This memo serves as a prompt for all Board Members to bring positive or negative comments for review of the Fire Chief’s performance.

Sincerely,

Kevin Nunn, Fire Chief

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