February 21, 2012

To: Chief Joe Giver

From: VAFD Personnel Committee by Bill Krell

RE: Evaluation of performance

Your employment agreement stated that the Personnel Committee was to review your performance 4 months into your job as Fire Chief. This did not happen.

On September 8, 2011 we had an evaluation scheduled that was changed to a review with Bill Burns and me. You stated that you had spent a good deal of time learning the job and meeting people. You stated that you needed to learn more about the Fire & Safety Prevention Program and wanted to get more involved with the schools. You had not done much with the Strategic Plan. You were looking into putting beds in the station to help fix the evening response times. You said that you were working on a traffic preemption grant, a tender grant, and we were denied the Safer grant.

Bill and I stated that we need an update on the next big expense. We were concerned about full time staff overtime and you said that Melissa was in charge of scheduling. You had not done any reviews yet but needed to get that done. You were going to use the Dousman format and change the heading to Verona. You stated that the 16 hours of officer training needed to get done and that you would have the cost on a line item for the budget. You said that you needed to write a Code of Conduct. You planned on training POP's to drive immediately because the Miller's would be on vacation for 3 weeks. You said that recruitment was going very poorly and needed more positive reinforcement from the officers. Currently there are 22 POC's, 15 POP's and 5 full time staff. Your goal for 2012 was to increase both the POP and POC staff by 10 new members, a total increase of 20 firefighters bringing the total staff to 62.

Bill asked about the status of the MABAS cards because we have been waiting a year for the updates. You stated that Lt Miller had been working on them but now that you have a copy you will see that it gets done. You said that you did not know the status of the emergency management center. All radios are now capable of running on Dane Con but training is needed. You said that you were looking to Gen Con for reprogramming the police, fire, and EMS to all one Verona channel.

In December the Commission decided to perform an evaluation of your job performance. It suggested that three members of the Department be interviewed using the same questions for each interview and requiring each person to sign the completed review. The summary of those reviews indicated that the Commission was not taking an active roll in leadership. Chief needs to give us goals let us run with them. They were concerned that

no evaluations had been done and that there was a lack of discipline in documenting personnel files. Chief needs to foster morale. Each said they personally liked Chief and that he was very committed to the fire service.

On January 5, 2012 I presented you with a list of questions regarding 2011 and your goals for 2012. You completed that task on January 12th. On January 23rd we had a closed session personnel committee meeting. We reviewed your responses and directed you to complete an evaluation of all officers by February 10th.

Diane Smith and I met with you on the 10th and received your written evaluation of each officer. You stated that you did not have time to interview anyone yet. We discussed your evaluations and directed you to get the evaluation interviews completed during the week on February 13th. You stated that the MABAS card update will be completed very soon.

I do agree that the Commission has not performed a leadership role in guiding you to meet specific objectives. However, I do feel that several issues should have been resolved by now. The MABAS card update should have been completed in 2011. Officer reviews should have been completed in 2011. I think that your knowledge of the VAFD Fire & Safety Prevention program should have been researched and analyzed during your first six months. You have not performed well regarding timely documentation of personnel files and discipline to members who have received legitimate complaints. You need to take hold of the budget process and learn how to work it to achieve support from staff.

Your committed involvement with professional organizations has been very good. Your appearance is always professional. You have been very cooperative with the Commission, Town and City. You have been positively engaged in the new or revamped fire station. Each of us want you to succeed in leadership and be our Chief. I think you said it best when I asked you about your weaknesses. You stated clearly that it is procrastination. We need you to work on this and get the ball rolling for your Department.

I have prepared a Goal Planning & Review Format for 2012. Please know that this can be a fluid form with changes made as needs demand. We look forward to reviewing these goals with you. If you agree, we will attend an officers meeting and go over each of these goals with the officers. We will schedule a personnel meeting this May or June to evaluate our progress on the goals set forth. If there is positive progress we will reconsider a wage increase.



Goal Planning & Review Format 2012
Chief Joe Giver, Verona Area Fire District

PROFESSIONAL DEVELOPMENT

Participate in continuing education classes
Attend & participate in the County Chief's meetings
Attend & participate in the MABAS meetings
Develop a solid relationship with MATC
Set criteria & develop and fund 1st responders class
Meet monthly with Fitchrona EMS Chief to develop a strong relationship
Meet & participate with the Dane Con meetings
Develop & implement a Code of Conduct
Complete the MABAS cards and deliver by March 31st.
Participate in setting up a reliable EMC for the District by May 31st
Follow up and take action if necessary on the 01/04/12 ISO Audit

COMMUNITY RELATIONS

Improve & expand the Fire & Safety Prevention program by July
Deliver a marketing speech to all service clubs & the Senior Center in 2012
Be active in the Chamber of Commerce – possibly a monthly column 2012
Assist & participate with Police Department in Night Out Against Crime
Search for major donors like Epic to assist with training center now
Reach out to schools, churches, & business for recruitment throughout 2012
Complete & regularly update Website
Meet & update school and elected officials on a quarterly basis
Develop a presence at the Verona Library

BUDGET

Monthly review of actual vs. budget
Prioritize allocation of previous year budget surplus to critical expenditures such as physical exams for all members, 1st responders class, magnetic accountability system, SCBA seat brackets, POP pagers, backup extraction equipment. Get input from officers.
Develop a recruitment marketing plan & budget with staff as soon as possible
Develop a marketing campaign plan & budget for the training center as soon as possible
Develop a preliminary annual budget for the following year by the end of the 1st quarter with officer input. Present to the Commission at the April meeting. Meet with elected officials to explain the need for each line item in April & May.
Develop a revised budget to present to the Commission for the June meeting. Prepare a written report for each item where approval is a concern. Present to each elected official your report and lobby for approval.
Finalize the budget for presentation to the Town and City for final approval by the Commission at the August meeting.

Lobby for approval by all parties and present the budget at the Fall District meeting.
Analyze labor costs and develop and implement a plan to reduce overtime in 2012.
Modify line items as necessary to improve fire fighter safety, training, & response times
Analyze MABAS usage and fees to compensate for lack of personnel and report your results to the Commission at the April meeting

PERSONNEL

Physical exam for each member by June 1st
Officer training 16 hours each in 2012
Officer reviews completed by March 31, 2012
Firefighter reviews completed by June 30, 2012
Continuous update and record actions in all personnel files
Introduce Code of Conduct manual by March 31, 2012
Continuously verify attendance requirements & take action when necessary
All qualified POP and POC to complete driver training by April 30, 2012
Develop written exit interview format and use for each departing member
Train backup personnel for each key position in 2012
Compliance with Department Employee Handbook. Revise as needed.
Oversee and give input to the monthly officer training meeting
Identify staffing issues for overtime and adjust scheduling as necessary
Develop a plan to improve officer and firefighter morale with input from staff
Provide a written report for each fire & emergency incident to the Commission
Provide written goals to each officer & continuously review for meeting the objectives
Propose changes to the POC residency requirement by the March meeting
Design a tri fold recruitment pamphlet and implement as soon as possible
Resolve the facial hair issue before the March meeting

STRATEGIC PLAN

Meet all NFPA standards as soon as possible considering the budget restraints
Develop an intern program for implementation in 2013 & include in 2013 Budget
Continue to work on the RFP and assist in its completion
Prepare a report on what you, the officers, and key firefighters think are the most important aspects and goals of an updated or new fire station by the June meeting. Can you utilize the building pre plan software given to us by Epic?
Analyze the Strategic Plan and make recommendations as to the highest priorities in 2012 and in 2013. Adjust, remove, or add items. Do we need a new pickup this year? Could the funds be used for a more important item? Do we need to replace Engine 2 in 2013 or can that wait another couple of years? Do we need to hire 6 full time staff or can we accomplish the same goal with POP's or POC's for less money? Do we move the intern program to 2014? Give us your suggestions by the April meeting.

Prepared by Personnel Committee Chair Bill Krell on 02-20-12.

VERONA FIRE DEPARTMENT

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Date: December 18, 2018

From: Chief Joseph E. Giver

To: Whom It May Concern

Subject: Release of My 2012 Verona Fire District Evaluation

After you have read my 2012 Verona Fire District Evaluation if you have questions or need clarification on anything in reference to the evaluation I am available to do so. I can be reached at 608-497-2901 or jgiver@veronafire.com.

Sincerely,

Chief Joseph E. Giver
Verona Fire Department