

**Workshop Minutes
Board of Fire Commissioners
Cedar Hammock Fire Control District
August 20, 2026**

CALL TO ORDER

The workshop meeting was called to order by Chairman Litschauer at 4:05 p.m. The following Commissioners were present: Steve Litschauer, Bill Espy, Marnie Matarese, Beth Byron-Reasoner, and John Stevens.

QUORUM

Chairman Litschauer confirmed a physically present quorum for the meeting. The meeting was properly advertised.

SPECIAL BUSINESS

Fire Chief Annual Evaluation

Chairman Litschauer asked the Board if they had reviewed the amended Fire Chief Evaluation form provided by Chief Falcone and if discussion was needed. Discussion ensued on the proposed changes with regards to separating annual evaluation and goals and objectives into two tasks with separate documents. Additionally, it was proposed that each Commissioner would provide their evaluation ratings and comments during a publicly advertised meeting or workshop and collectively the Board would establish an overall rating for each category with comments.

The Board approved Chief Falcone's recommended changes and accepted the new Fire Chief Evaluation form.

Chairman Litschauer asked Chief Falcone whether he approved of the document and the evaluation process. Chief Falcone acknowledged that he approves of the document.

Further discussion was brought forward by the Board on the criteria needed for the ratings of Needs Improvement, Meets Expectations, and Exceeds Expectations.

Chief Falcone reminded the Board that during this current evaluation period his goals and objectives were to continue to focus on the current work being completed by the Administration. Reference was made to the Regular Meeting Minutes of November 2025 regarding Fire Chief Evaluation.

Deputy Chief Rose was tasked with transcribing the Boards ratings and comments during the Fire Chief evaluation.

Section 4: Evaluation Performance Areas

A. Leadership & Organizational Management

- Commissioners Litschauer and Reasoner provided a rating of Meets Expectations.
- Commissioners Espy, Matarese and Stevens provided a rating of Exceeds Expectations.
- Discussion ensued and collectively the Board agreed that Chief Falcone was Exceeding Expectations.
- The Board discussed that Chief Falcone continues to reconcile any tasks relating to the unexpected leadership transition and the inherited administrative workload. He needs to improve his task delegation when appropriate and continue to improve communication within the Administrative Division.
- Collectively the Board agreed that the Chief is on top everything while growing the people under him. They continued that he has good vision and direction for the District and encourages staff.

B. Planning and Resource Management

- Commissioner Reasoner provided a rating of Meets Expectations.
- Commissioners Espy, Litschauer, Matarese and Stevens provided a rating of Exceeds Expectations.
- Discussion ensued and collectively the Board agreed that Chief Falcone was Exceeding Expectations.
- Collectively the Board stated Chief Falcone is doing an excellent job dealing with the accounting and financial management of the District. He continues to anticipate upcoming challenges, understand the implications and communicate facts to all stakeholders.

C. Safety, Risk & Operational Readiness

- All Commissioners provided a rating of Meets Expectations.
- Collectively the Board stated Chief Falcone interfaces with all Division heads of the organization to ensure safety of the District's employees, facilities, and fleet. Chief brings a proactive perspective on future needs and promotes a culture of health and wellness throughout the department.

D. Board, Community & Intergovernmental Relations

- Commissioner Matarese provided a rating of Meets Expectations.
- Commissioners Espy, Litschauer, Reasoner and Stevens provided a rating of Exceeds Expectations.
- Discussion ensued and collectively the Board agreed that Chief Falcone was Exceeding Expectations.

- Collectively the Board stated Chief Falcone does a great job of informing and educating the Board during pre-board meetings regarding District business. Chief Falcone provided a positive environment in the District's recent labor negotiations with Union Local 2546. Additionally, he makes himself available to the public for Community Board meetings.

E. Professionalism & Ethics

- Commissioners Litschauer and Reasoner provided a rating of Meets Expectations.
- Commissioners Espy, Matarese and Stevens provided a rating of Exceeds Expectations.
- Discussion ensued and collectively the Board agreed that Chief Falcone was Exceeding Expectations.
- Collectively the Board stated Chief Falcone handled operational and administrative adversity with professionalism.

Section 5: Goals & Objectives

- Collectively the Board Stated Chief Falcone overcame the administrative and operational adversity challenges and provided the District with a clean 2024/2025 Financial Audit.

Section 6: Strengths & Accomplishments

- Collectively the Board stated Chief Falcone provided good communication to the Board and exhibited good communication skills.

Section 7: Opportunities for Continued Improvement

- Collectively the Board states Chief Falcone needs to delegate authority more when appropriate and refine the roles and responsibilities of the administrative team through additional training and communication.

Section 8: Fire Chief Response

- Not completed in workshop.

Section 9: Overall Board Assessment

- Commissioner Reasoner provided a rating of Meets Expectations.
 - Commissioners Espy, Litschauer, Matarese and Stevens provided a rating of Exceeds Expectations.
 - Collectively the Board agreed that Chief Falcone was Exceeding Expectations.
 - Collectively the Board congratulated Chief Falcone on completing his first year as the Fire Chief.
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2026-2027 Annual Goals and Objectives Agreement

- Chairman Litschauer opened the discussion by asking Chief Falcone to present his updated version of the Goals and Objective Agreement.
- Chief Falcone presented the Board with an Annual Goals and Objectives Agreement. He explained that the format was a continuation of what was approved in November of 2025. The main changes focused on separating this process from the Fire Chief annual evaluation form. By doing so this allows the goals and objectives process to be a strategic planning tool for the Board and Fire Chief to use.
- It was agreed by the Board and Chief Falcone that the format submitted was appropriate.
- Chairman Litschauer asked Chief Falcone if he had a completed version for the upcoming 2026-2027 fiscal year for board consideration. Chief Falcone presented his recommendations for fiscal year 2026-2027 which established the following District Goals:
 - Strategic Planning and Organizational Direction.
 - Workforce Capacity and Readiness.
 - Capital Improvement and Operational Modernization.

Discussion ensued and collectively the Board agreed with Fire Chief Falcone's listed goals and accepted his proposed Annual Goals and Objectives Agreement for Fiscal Year 2026-2027.

PUBLIC COMMENTS

There were no public comments.

COMMISSIONER'S COMMENTS

There were no Commissioner comments.

ADJOURNMENT

Action: Commissioner Matarese made a motion to adjourn the workshop meeting. The motion was seconded by Commissioner Stevens. The motion passed unanimously (5-0). The workshop meeting was adjourned at 5:50 pm.

APPROVED

Chairman Steve Litschauer

