

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4  
BOARD OF COMMISSIONERS  
SPECIAL MEETING  
December 12, 2016**

The meeting convened at 3:00 pm at East Valley Fire Station 40. Those present were Commissioner Chairman Les Riel, Vice-Chairman Dan McNulty, Commissioner David Ramynke, and District Secretary Jenifer Huitt. Others present were BC Woodall, Lt Keith Schrank, and Liaison Dave Leitch

Chairman Riel called the meeting to order and conducted the Pledge of Allegiance.

**APPROVAL OF AGENDA**

The agenda was changed to have Prothman present at 3:00 pm due to weather created conflicts and ESCI present at 3:30 pm. The agenda was approved and the meeting continued.

**HIRING FIRM PRESENTATIONS ON FIRE CHIEF POSITION – 20 MIN EACH**

**A. Prothman Presentation by Marcus Kragness**

- Process takes 10-14 weeks so would be completed by mid April
- Recruitment guarantee for 1 year
- Best Fit is the main selection point
- Nationwide advertising
- Salary comparison to make sure right range is selected
- Project Lead Marcus Kragness will spend 2 days with staff, look at strategic plan and annual reports, and review the chief's job description.
- 4 challenges will be identified for the new chief
- Evening meet & greet and next day interview panel
- Fees: Advertising, Direct mail announcements, interview binders, delivery expenses, consultant travel, background checks, candidate travel, recruitment with guarantee. Approximately \$23,725 to \$25,625 plus candidate travel fees.

**B. ESCI Presentation by Don Bivins and Dr. Cassie Fields**

- Process takes 3-4 months so would be completed by end April
- Recruitment guarantee for 1 year
- Develop a profile type to match what district needs
- Advertising done according to what district wants
- Salary comparison to make sure right range is selected
- Cold calls
- Screening via questionnaire and phone call
- Assessment center
- Interview process with the Board
- ESCI notifies those that are not selected
- Would like community leaders involved to provide info on what type of leader is needed.
- Fees: Depend on what is requested. Approximately \$15,000 to \$20,000 but could be more depending on needs.

Both companies provided references, Prothman provided a professional binder with detailed information, and ESCI provided a brief 1 page document of potential services.

**ADJOURNMENT**

Chairman Riel adjourned the meeting at 4:07 pm.

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\_\_\_\_\_  
Chairman Les Riel

  
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Vice-Chairman Dan McNulty

  
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Commissioner David Ramynke

ATTEST:

  
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District Secretary Jenifer Huitt