

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4  
BOARD OF COMMISSIONERS  
SPECIAL MEETING  
November 28, 2016**

The meeting convened at 3:01 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 Lt Trevor Lenseigne, FF Nick Henle, FF Sean McDonald, BC Rick Woodall, and Dave Leitch.

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

**APPROVAL OF AGENDA**

The agenda was approved and the meeting continued.

**INFORMATION FROM DAVE LEITCH REGARDING HIS POSSIBLE POSITION WITH THE DISTRICT.**

**A. Employment Agreement between YCFD4 and Liaison Dave Leitch**

Dave Leitch and Sec Huitt wrote up an proposed agreement and DRS has agreed that it is a part time position and will not affect retirement as it is written. Chairman Riel suggested the agreement be effective 11/28/2016 and terminate on 03/30/2017 and the wage be \$30 per hour. All of the Board is in agreement with the effective date, termination date, wage and the Employment Agreement will be added to today's regular BOC meeting.

**B. Discussion of hiring firms available for the Fire Chief position**

Dave Leitch asked Washington State Fire Chief's about hiring firms and 4 were mentioned. Dave Kroesen, Walters, ESCI, and Prothman. Prothman and ESCI were asked to provide information about their company, what they provide, and their past successes. Prothman has not provided the information to date.

ESCI

- 1 year guarantee at no additional charge
- Doctor/Psychologist does testing and considers personality, abilities, traits, district, culture
- Based in Virginia and has a representative in Portland, Oregon that will speak with the current employees, volunteers, and board members.
- Interviews, Background Checks, Performance Testing
- Represents a lot of companies that have done it wrong to ensure it gets done right
- Cost \$15,000-20,000

The Board agreed that Prothman and ESCI be asked to do 20 minute presentations to the board at the next special meeting. Commissioner Ramynke would like the firm that is chosen filled in on our demographics and district background so they have as much information as possible to select the right candidates. The board is in agreement and comfortable with these 2 firms.

**C. Discussion of BC Woodall's position and duties with the district.**

Dave Leitch discussed the suggested \$18 per hour to with BC Woodall and he is not in agreement and is looking for \$24-25 per hour. This is a temporary position until the new Fire Chief is hired and there is no job description that has been considered and would like to turn the discussion over to BC Woodall. BC Woodall states that recruitment and retention of volunteers is a tough job and he would also be helping Dave out. The sideboards have not been defined so I have been the broker between the volunteers needs/wants and the district to make our district stronger. I'm not a new hire and these are not projects this is a program you are asking me to do that the district depends on. We need to settle on what you want me to do. Commissioner Ramynke would like to see the short term and long term needs for this position defined. With the hiring of a new fire chief will all the responsibility disappear? What responsibilities would you have in 4 months that you do not have now? I would assume as a BC which is the highest ranking of the volunteers that you would already have that responsibility and accountability of managing the volunteer group. Do we add recruiting in a more aggressive manner? Chairman Riel stated that all we had before was in 'charge of special projects'. The board has noted a special project "Recruitment and Retention" and since there may be other things added the board thought that going above the standard POC officers wage of \$14 per hour and increasing to \$18 would compensate for any additional expectations. The board would like Dave Leitch to write up expectations of what will help with our retention of POC employees over the next 3-4 months since what we have is not

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working very well especially in retention. BC Woodall would like to clarify the direction of the board that Retention & Recruitment of POC members is top priority and his job would be to lay the groundwork and in 4-5 months it would be handed off to the new chief. Woodall believes it will be very difficult and time consuming. Chairman Riel suggested the wage difference be split and the work gets started or the item be tabled until the next meeting. BC Woodall states he is already working on it and agrees to table the matter for further discussion. If it does not work out for either party then all will go back to the way it was. Chairman Riel thanked BC Woodall for being candid and continued the meeting.


**EXECUTIVE SESSION – RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.**

Chairman Riel announced at 3:40 pm that the board will now go into Executive Session to review the performance of the District Secretary. Sec Huitt will join the session in 10 minutes and the meeting will reconvene at 3:57 pm. Sec Huitt turned off the recorders. Sec Huitt turned the recorders back on and Chairman Riel reconvened the meeting at 4:00 pm and announced the District Secretary has been given a positive performance evaluation and will be evaluated again on her 1 year anniversary of employment in 9 months. Thank you to Lt Lenseigne and the Lieutenants in filling out the evaluation as it was very helpful. Chairman Riel continued the meeting

**GENERAL DISCUSSION**

**ADJOURNMENT**

There being no other business Commissioner Ramynke made a motion to adjourn the special meeting. Vice-Chairman McNulty seconded the motion and the meeting adjourned at 4:02 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