

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4  
BOARD OF COMMISSIONERS  
SPECIAL MEETING  
April 16, 2007**

The meeting convened at 1900 hours at East Valley Fire Station 40. Those present were Commissioners Riel and McNulty, Chief Gay, District Secretary; Michelle Rosen, East Valley Fire District Personnel, and audience members.

Chairman Les Riel called the meeting to order and conducted the Pledge of Allegiance. He reminded the audience that this was a Special Meeting with no open public input allowed. The next regular scheduled meeting at which public input is permitted will be held April 23.

**SELECTION OF FACILITATOR GROUP FOR COMMISSIONERS APPOINTMENT**

Chairman Riel turned the floor over to Chief Gay who discussed the two proposals brought before the Board. Q-Global, Kennewick, WA submitted a proposal based on the objective sheet that was provided to them. To facilitate the meetings as requested, Q-Global's fee, if selected, will be \$2,066. ESCI (a Jack Snook Corporation based out of Watsonville, OR) also submitted their proposal by the 4:30 p.m. Friday deadline for \$1,305. ESCI offered a contract that was presented to the Board. Representatives from either company were not present.

Commissioner McNulty recognized that ESCI's bid was the lowest and expressed his confidence in the company; however, the individual that was noted to serve as facilitator previously applied to be the fire Chief at the District. Commissioner McNulty felt this was a conflict of interest. Chairman Riel agreed that a request could be made to the company for a different facilitator.

Chief Gay confirmed that the individual noted had previously applied for the position of Fire Chief. He also indicated that typically when a consulting firm makes application to any city department or district the individual (not the company) has ruled themselves out of any future business.

Before moving on the issue, Chairman Riel made mention that the following citizens have submitted letters of interest in the appointment of the vacant Commissioner seat: Jeff Scott, David Munson, Crystal Goss, Joe Gendron and Tina Liniger.

After review of the letters of interest, Commissioners McNulty and Riel were not in agreement on an appointee at this time; therefore Chairman Riel made a motion to hire ESCI as a facilitator for two meetings to assist in the appointment process of the vacant Commissioner position. Before a second to the motion was made, Commissioner McNulty added that Robert Merritt would not be the assigned facilitator. All agreed and the motion carried.

A disruption occurred between Commissioner McNulty and Kyle Jacobs. Chief Gay called for a recess and the Chair of the Board recognized a two minute recess.

Chairman Riel called the meeting back to order. Under the direction of the Chair, Chief Gay will forward the citizen contact group names to ESCI.

**DISCUSS POSSIBLE NEED FOR RESOLUTION APPOINTING AUDITING OFFICERS**

Chairman Riel concluded that Resolution 2007-006 from the meeting on April 9 was out of order. He noted that the proper procedure would be for the Board to first instruct the Secretary to write a resolution and then it would be presented to the Board for approval at the following meeting. With that being said, the Board instructed that a resolution be written in the matter of appointing a district secretary/auditing finance investment officer for 2007 to include the wording heretofore mentioned: *Be it hereby resolved by the Board of Commissioners, Yakima County Fire District No. 4, do hereby appoint District Secretary and Auditing Finance Officer for the year 2007, Michelle Rosen, and in her absence, Chief John Warren Gay.*

Chairman Riel indicated that no statute that requires more than one person be appointed; however he did talk with County Treasurer, Ilene Thomson, and County Payroll manager, Barb Olson, and it was their recommendation that this occur.

Per the policies and procedures of the District and the job description of which the District Secretary is governed, Chairman Riel deduced that the resolution is not needed, but it will be drawn up regardless and a copy will be provided to the County Treasurer and Auditor's Office.

Commissioner McNulty felt that the aforementioned process of instructing the District Secretary to compose a resolution prior to a meeting had not been followed in the past.

District Secretary Michelle Rosen confirmed with the Board that said resolution will be compiled.

Commissioner McNulty was in agreement.

## **HIRING OF DISTRICT SECRETARY**

Chairman Riel asserted that as the fire district is a state agency, an application process needs to be followed in this matter and that a decision could potentially be made as early as the first week of May.

Commissioner McNulty pointed out that as Michelle is currently appointed to the position of District Secretary as well as being a Yakima County employee, the move would be a lateral one. He commended Michelle for her performance to date, credited her with correcting existing problems, and was adamantly in favor of affirming her permanent employment status as the District Secretary.

Battalion Chief Mike Riel also affirmed that Michelle's skills, contacts, and knowledge of the County's financial and payroll systems has brought the department back to normal operating mode and that the difficulties of the Board should not be cast on and hinder the Administration of the Department; and that it would be a detriment to the Department to bring in someone new.

Chief Gay also spoke strongly to the fact that Michelle is more than qualified and her knowledge of the job demands that she be hired immediately and not waste any time and/or taxpayer money.

Chairman Riel was not in disagreement that Michelle wouldn't be his selection, but stood firm that the application process should be followed.

There was lengthy discussion between the Board and Chief Gay regarding this issue.

Chairman Riel agreed that the job description for District Secretary will be amended to require knowledge of the County Cayenta program.

Chief Gay requested a two minute recess. Chairman Riel recognized his request and called for a two minute recess.

Chairman Riel again called the meeting to order. The Chair indicated that District Secretary Rosen is on loan from the Department of Emergency Management is an employee of Yakima County, not Yakima County Fire District 4. Commissioner McNulty noted that this information is not in writing.

Chairman Riel asked District Secretary Michelle if she would be offended to go through the application process. She responded that the whole issue has offended her as she has brought the district out of disorder. Chairman Riel expressed his appreciation and commended her on her qualifications.

Commissioner McNulty requested a five minute recess. Chairman Riel honored his request.

The meeting was again called to order.

Chairman Riel and Commissioner McNulty agreed that the district staff will review and revise the job description for the District Secretary, review any applications submitted, and then will accept the candidate recommended by the Chief. Chief Gay will also be charged with writing the ad; the deadline for applications being one week from Wednesday.

Chief Gay confirmed direction from the Board on the abovementioned agenda items, and District Secretary Michelle confirmed that the same resolution number will be used for the appointment of the auditing officers.

**GENERAL DISCUSSION**

This is for discussion between the Board and Staff. Even though discussion takes place in an open public forum the public is precluded from making comment.

Commissioner McNulty attempted to speak, but Chairman Riel had adjourned the meeting. The items will be placed on the next meeting's agenda.

**ADJOURNMENT**

The meeting was adjourned at 1946 hours.

ATTEST:

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Commissioner

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District Secretary

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Commissioner