

# RIVERCOM 911

## **Administrative Board Meeting**

Wenatchee City Council Chambers  
129 South Chelan Avenue, Wenatchee, WA 98801

## **Special Meeting Minutes Wednesday, September 5, 2012**

### Administrative Board Members Present:

Keith Goehner, *Commissioner, Chelan County (Chairman)*  
Dale Snyder, *Commissioner, Douglas County (Vice-Chairman)*  
Tony Veeder, *Councilmember, City of Wenatchee*  
Wayne Barnhart, *Councilmember, City of East Wenatchee*  
Phil Mosher, *Operations Representative, Chief, Chelan County Fire District #6*

### Ex-Officio Members Present:

Brian Burnett, *Sheriff, Chelan County Sheriff's Office*  
Keith Vradenburg, *Mayor, City of Entiat*

### RiverCom Personnel Present:

Millie Tirapelle, *Director*  
Criselia Grupp, *Administrative Services Manager*  
Jackie Jones, *Operations Manager*  
Staci Engler, *Confidential Administrative Assistant*

### **CALL TO ORDER:**

Chairman Goehner called the special meeting to order at 1:30 PM. The Special Meeting was publicly advertised and scheduled for the purpose of establishing a recruitment and hiring process for the position of Director and appointing an Interim Director.

### **APPROVAL OF AGENDA:**

The agenda was approved as presented.

Chairman Goehner opened the floor for comment and discussion regarding any topics that needed to be addressed prior to further discussion about the hiring process. The following items were addressed:

1. Administrative Services Manager Criselia Grupp and Operations Manager Jackie Jones each provided the Board with a Letter of Interest for the position of Director.
2. The job description for Director reserves the right of the Agency to conduct a pre-employment polygraph. Sheriff Burnett made a recommendation that any candidate considered for the Director position be required to successfully complete a polygraph test.

3. Speaking for the Mayors of the small cities, Ex-Officio member Keith Vradenburg noted that Director Tirapelle has done an outstanding job as Director of RiverCom and that it is very important to the small cities the new Director be capable of continuing the same level of service and that the Agency needs to keep moving forward.

### **INTERIM DIRECTOR - COURSES OF ACTION**

Director Tirapelle provided the Board two (2) courses of action to consider:

Proposal A: Appoint Criselia Grupp as Interim Director with Staci Engler assisting with Administrative Services Manager duties effective October 1, 2012; Millie Tirapelle to provide open recruitment services on a time and materials basis with Staci Engler to assist with the process. The proposal also included a timeline to hire a Director with an estimated March 1 start date. Both Grupp and Engler would receive a temporary pay increase to compensate them for the additional duties performed.

Proposal B: Accept applications and conduct interviews exclusively among in-house candidates, either as a permanent appointment or as a 7-month probationary appointment. In the case of a probationary appointment, the individual would be allowed to return to their former position if it became necessary.

After a review of the proposals it was the general consensus of the Board to accept Proposal A. Each item of the proposal was further reviewed for clarification.

***A MOTION** was made by Board Member Barnhart to accept and approve Proposal A including the appointment of Criselia Grupp as the Interim Director starting October 1, 2012 until such time that a permanent Director is installed by the RiverCom Administrative Board, with Millie Tirapelle to conduct a recruitment process for the position of Director on a time-materials basis, and a recruitment process to begin the end of September 2012 with the goal of installing a permanent Director around March 1, 2013 . Board Member Snyder seconded the motion. The motion passed unanimously.*

The Board explicitly noted their decision was primarily based on the least amount of disruption within Administration and Operations until such time a Director could be permanently hired. Their decision was not intended to reflect upon or favor one candidate over another.

The Board asked staff to prepare a recommendation for temporary salary increases for both Administrative Services Manager Grupp and Confidential Administrative Assistant Engler for Board consideration and action at the September 12th Board meeting.

*Administrative Services Manager Grupp and Operations Manager Jones were excused from the meeting prior to further discussion about the recruitment and hiring process.*

**RECRUITMENT AND HIRING PROCESS:**

Informational items regarding the hiring process were provided to the Board for review. Additional items and processes will be discussed at future meetings. After further discussion, the following items were agreed upon:

1. The minimum application requirements will include a resume, application, and three (3) letters of recommendation.
2. The Agency packet will include an application, job description and informational flyer.
3. Salary range for the position was set at \$91,727 up to \$97,968 depending on the experience and qualifications of the employee. It is expected, if an individual with no prior experience as a Director is selected, they will start at the low-end of the range.
4. Current benefits will remain the same as the current position.
5. Expenses or reimbursement for travel expenses to interviews will not be provided.
6. Reimbursement of moving expenses will be negotiable.
7. Advertising venues will focus on recruitment among current Directors.

**ADJOURNMENT:**

With no further business, the special meeting was adjourned at 2:50 PM.

Minutes Respectfully Submitted,  
Staci L. Engler  
Confidential Administrative Assistant  
RiverCom 911

ATTEST:

Mildred Tirapelle, Secretary to the Board	Date
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**RiverCom 911 Administrative Board Members:**

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Chairman Keith Goehner, *Commissioner, Chelan County*

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Vice-Chairman Dale Snyder, *Commissioner, Douglas County*

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Tony Veeder, *Council Member, City of Wenatchee*

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Wayne Barnhart, *Council Member, City of East Wenatchee*

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Phil Mosher, *Chief, Chelan County Fire District #6, RiverCom 911 Operations Group*