

**MULTI AGENCY COMMUNICATIONS CENTER**

**BOARD OF DIRECTORS SPECIAL MEETING**

June 3rd, 2020

The Multi Agency Communications Center (MACC) Board of Directors met on June 3rd 2020. Chairman Jeremy Burns called the special meeting to order at 09:02 am.

Board Members present were:

|                      |                                            |
|----------------------|--------------------------------------------|
| Tom Taylor           | Grant County Commissioners                 |
| Kevin Fuhr           | Largest City or Town-City of Moses Lake    |
| Kristine Shuler      | Grant County Cities & Towns                |
| Kieth Siebert        | Grant County Police Chiefs                 |
| Tom Jones            | Grant County Sheriff's Office              |
| Jeremy Burns         | Grant County Fire Chief's & Commissioner's |
| Dwight Vander Vorste | EMS Emergency Medical Council              |

Others present were:

|                |          |
|----------------|----------|
| Greg Prothman  | Prothman |
| Christal White | MACC     |
| Dean Hane      | MACC     |

**PUBLIC COMMENTS: None**

**CONSENT AGENDA: None**

**REPORTS: None**

**UNFINISHED BUSINESS: None**

**NEW BUSINESS:**

**1. Director Applicant Interviews**

**Tom Taylor made a motion to call an Executive Session: To evaluate the qualifications of an applicant for public employment. The time is set at 4.5 hours-to reconvene at 12:30. m/s Tom Jones/Kieth Siebert.**

**At 12:30 the Executive Session was extended 5 minutes until 12:35.**

**12:35 Jeremy Burns called the public meeting back to order.**

Greg led the group to begin to discuss the applicants. The group was in agreement that they feel Jeff is not ready to come to MACC as the Director at this time. He is taken off the table. The group did not have much support for Amy and felt she might not be the best fit for MACC. That left two applicants Daniel (D.T.) and George. The group over whelming

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supported making and offer to D.T. and the comments of the advisory panel from yesterday seemed to support that decision. Greg supported the decision and felt that D.T. had a great skill set, that he wants to come and it will be a nice step up for him.

**Motion made and seconded to offer Daniel (D.T.) Donaldson the position of the MACC Director.  
m/s Kieth Siebert/ Tom Jones.**

Greg proceeded with "I think you have a candidate" and now how much do you want to offer to pay him. Much discussion and banter ensued and these are the details decided on by the group for the opening offer:

- \$120,000 annual base salary.
- Meet with the Personnel Committee (which was later changed to the Executive Committee) to come up with 3 goals to initially work on and when they are met he would be eligible for the first salary increase.
- Leave Accruals:
  - 8 hours per month of sick leave with a 40 hour bank to start with.
  - 11.33 hours per month of vacation (approximately 3 weeks per year.)
  - Prorated share of 40 hours of management leave.
  - Prorated Personal Day (there are 10 admin paid holidays per year and 1 floater-or personal day-88 hours total.)
    - The dispatchers get paid for 11 holidays (88 hours per year.)
  - Medical benefits the same as they group.
- Residency within Grant County is required. MACC will provide up to \$5,000 (on a reimbursement basis with receipts) to help defray the cost of relocation and temporary housing, however, if he voluntarily resigns the position or is terminated for cause within three years of the start date as director he agrees to repay these funds at a prorated percentage based on time of service. The timing of his residency within Grant County will be identified on a mutually agreeable date between the parties.
- The start date of employment would be negotiated. This would be following a successful background investigation and getting an employment reference. Kieth Siebert offered to have Quincy Police Department conduct the background investigation. MACC will pay for the cost of the investigation.

Greg suggested the group get some help from a consultant/facilitator to draft a performance based evaluation tool. The performance evaluations should come initially at 6 months and then yearly after that. The evaluations would be the responsibility of the Chairman of the Board and the group discussed the idea of an evaluation process that would involve 360 feedback.

The group made a phone call to D.T. and Jeremy spoke to him informing him that he is our top candidate and we would like to offer him the Director job pending a successful background investigation. D.T. was excited and thanked the group. Greg let him know that the offer letter would be coming soon.

Greg spoke with the group about getting the compensation elements in the offer letter and using documents to ask for other items such as employment references and 1 day background investigation. Dean and Greg will be in touch on these items. Greg will have the draft letter to Dean tomorrow.

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Once drafted the professional services contract will need to go to legal for review. This item probably won't make the next MACC board meeting on June 11<sup>th</sup> so the group spoke about having a special meeting to approve the contract. As soon as it is ready Dean will send it out for review.

**Motion made and seconded to adjourn the board meeting. m/s (Siebert/Jones.) Meeting adjourned at 13:04 hours.**

Christal White, Financial Services Manager