

**CITY OF KALAMA  
CITY COUNCIL  
SPECIAL MEETING  
APRIL 28, 2011**

**Hiring of Consultant for the Police Chief Recruitment**

Mayor Pete Poulsen opened the workshop of the Kalama City Council at 5:30 pm. Councilmembers present were Adam Smee, Dominic Ciancibelli, Chuck Hutchinson, and Don Purvis.

Councilmember Bud Gish was absent. City staff present was Clerk/Treasurer Coni McMaster. Citizen Tina Day was the only member in the audience.

The Council was provided information on the financial issues of hiring a consultant versus doing the process in house which they had requested. The in-house process is very sketching in that it will depend on how much advertising the City will decide to do, and what the background check will actually cost. An outside consultant will have to be hired to do the background check. The actual expenses without the consultant fees for either would be about the same. The cost for hiring the process outright would be about \$13,500 while a preliminary estimate of costs for the in-house process is \$6700. The consultant will do a very comprehensive review of the applications that the City does not have the ability to do. It is their profession, so they know what to look for and how get the right people to apply. At the end of the process they will provide the City with a list of 2 or 3 candidates for interviews, plus help with the interview process and an employment agreement.

The discussion turned to what type of a candidate is the City looking for. All agree that they want a working chief with the ability to do effective policing for the community. They also want a true manager that will provide good leadership, work within the established budget, communicate well with the public, and have an understanding of the needs of a small community. The candidates should be physically able to do the job. The City's wage scale sets the salary at about \$90,000 including benefits, so the salary is not a bad income. There was some discussion regarding out-of-state candidates getting up to speed on Washington State laws. It was believed that any good candidate would be able to do this in a reasonable time if qualified and experienced. Laws are different, but not so different that it should be an issue. There is an equivalency academy they would have to attend as well. The City will need to set goals and timelines as well. It was noted that having the consultant conduct the search is a good way to help the City avoid some of the issues in the past. With the right selection to fill the position, the City may recover the costs in places it wouldn't realize as time goes on.

Councilmember Don Purvis made a motion the City Council set a cap of \$15,000 for the hiring of the consultant, Prothman Company to conduct the Police Chief Recruitment and authorize the Mayor to sign the agreement. Councilmember Adam Smee seconded, and the motion carried.

Mayor Poulsen adjourned the meeting at 5:55 pm. These minutes are not verbatim. A copy of the tape can be made available for listening.

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**Pete Poulsen - Mayor**

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**Coni McMaster - Clerk/Treasurer**