

**Unapproved Minutes of the Whitefish Township Board
Special Meeting – February 20, 2020 at 9:00 a.m.**

A. Call to Order and Roll Call

Ertel called the meeting to order at 8:00 a.m.

Present: Frank Lada, Karen Bender, Darryl Ertel, Richard Gratopp.

Absent: Edson Forrester

B. Pledge of Allegiance

C. Public Comment

None

D. Old Business

1. **Planning Commission opening:** The Township is seeking persons interested in serving as a member of the Planning Commission.

E. New Business

1. Policies and Procedures

- a. Bender is continuing to work with Nikki Craig to transfer responsibility of maintaining web page/ social media to the Clerk.
- b. Discussion took place regarding future implementation of an exit interview policy.

2. Emergency Services

- a. Discussion took place on structuring and staffing for Emergency Services, in particular addressing the open Fire Chief position.
- b. Renee Gray will make modifications to the Fire Chief job description and will provide to the clerk a sample application, interview questions, and exit interview information.
- c. Motion by Bender, second by Gratopp, that the interview team be comprised of Ertel, Bender, and Gray for evaluating candidates for the Fire Chief position. Motion carried.
- d. Motion by Ertel, second by Bender, to appoint Edson Forrester as Interim Fire Chief upon his acceptance until a permanent Fire Chief is hired. Motion carried.

F. Adjournment

Motion by Ertel, second by Lada, carried to adjourn meeting at 11:09 a.m.