

**Special Meeting of the Town Board  
Peninsula Town Hall Conference Room  
Monday, July 3, 2017  
9:00 am  
Minutes of the Meeting**

1. CALL TO ORDER
2. PLEDGE
3. ROLL CALL: Present-Manigold, Westphal, Bickle, Achorn, Sanders, Wahl, Wunsch
4. BUSINESS

**First round selection of the Fire Chief candidates.**

**Manigold** began deliberation on the selection of candidates for Fire Chief by asking the Town Board members to list their top 6-7 candidates on the dry board, based on their review of the 28 individuals who submitted their resumes and a letter of intent. At the June 29 meeting, Bickle had distributed a packet containing the candidates' resumes and cover letters. In the packets, each candidate had been assigned a number, and all evidence relating to the individuals who submitted the applications was redacted. This allowed the Board to conduct a blind review of the candidates. Sanders recorded the Board preferences on the dry board.

**Achorn** queried whether areas of expertise (i.e., fire fighter versus emergency medical personnel), years of experience, and/or residency should be factors that would result in inclusion or exclusion in the selection process. It was the consensus of the Board that we should first list the individuals that we thought were the strongest candidates, and then look at those variables to see if they would become a factor in the selection process.

**Bickle** indicated that a least eight of the twenty-eight candidates are not from Michigan; should these individuals be excluded.

**Achorn** suggested that the candidates be contacted concerning where we are in the selection process. She also stated that rather than exclude anyone at this point in time, the Board should inform a candidate that the Board will not cover expenses for interviewing or relocating their families if they are selected as finalists for the position. Then if a candidate wishes to withdraw their application, they can before the interview process takes place.

**Wahl** questioned whether individuals, who get several votes from the board instead of a clear majority, will still have a chance to be interviewed. The consensus of the Board was that this was the first round in the selection process, and if a strong case could be made for a candidate, he/she should be advanced to the next round.

**Westphal** asked fire fighter union representative Brent Strom to review the various credentials that appear in many of the resumes in terms of the skills set, experience, and relative significance of the credentials in terms of fire-fighting, medical training, or administrative ability. Brent gave a brief overview of the credentialing process for both emergency medical training, fire-fighting, and leadership/personnel management.

**Manigold** directed Sanders to take a photograph of the table listing each Board member's preferences. Seven individuals with the highest number of votes were identified, and the Board

was asked to pull the resumes of those individuals for further consideration in the second round. Any Board member feeling strong about a candidate that was not in the group of seven, was instructed to prepare a brief argument on the behalf of the candidate at the next round. The Board was then instructed to more closely review the individuals selected at the meeting and to come prepared to reassign candidate priorities at the next special meeting.

**The next special meeting of the Town Board will be scheduled for Tuesday, July 11, 2017, in the Town Hall conference room at 5:00 pm.**

5. ADJOURNMENT: The meeting was adjourned at 5:10 pm.