



"In the Spirit of Town Government"

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
MINUTES OF SPECIAL TOWN BOARD MEETING
MONDAY, FEBRUARY 8, 2016 AT 8:30 P.M.
BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI 54915**

1. **CALL MEETING TO ORDER** Meeting called to order at 8:30 p.m.
2. **ROLL CALL & VERIFY PUBLIC NOTICE** - Public notice verified. Board members present – McAndrews, Lawrence, Reinke, Kavanaugh and Hughson. Town officials present – Plan Commission Chairperson Wallenfang, Administrator/Clerk Gregozeski, Interim Fire Chief Cameron, Officers of the Buchanan Fire & Rescue Department. Other members of the public were also in attendance.
3. **FIRE DEPARTMENT ORGANIZATIONAL STRUCTURE & STAFFING SERVICE LEVELS**
 - a). Joint discussion between the Buchanan Town Board & Buchanan Fire & Rescue Department Officers to review the Fire Department's organizational structure, staffing and service levels:

Gregozeski facilitated discussion between the Town Board and officers of the Fire & Rescue Department. Topics included the following: opening lines of communication, determining fire & rescue levels of services, determining methods for delivering fire & rescue related services and determining proper departmental organizational structure and leadership.

Based on the Discussion, the consensus was to schedule follow-up meetings for the purpose of:

 1. Conduct a Fire Department 101 course for the Town Board & general public. The course will be designed to educate the Town Board on fire service operations, standards and mandates.
 2. Continued Strategic Planning for Fire & Rescue Related Services. This should include determining what the desired level of service should be for the Town, including the method of service delivery.
 3. Determine the appropriate staffing and leadership structure to assist in achieving the determined strategic initiatives.
4. **ADJOURNMENT:** Meeting was adjourned at 10:20 p.m.

Joel Gregozeski, Administrator/Clerk
Posted 2/24/2016

Motion to approve by: Kavanaugh/Lawrence

Date: 2/23/2016 Carried 5 to 0.