

**TOWN OF GREENVILLE
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MINUTES**

DATE: Tuesday, September 25, 2018

TIME: 6:00 p.m.

LOCATION: Greenville Town Hall, W6860 Parkview Drive, Greenville, WI 54942

Agenda

1. CALL TO ORDER – The meeting was called to order by Town Administrator Joel Gregozeski at 6:00 p.m. Members present: Chuck Ossont, Jay Ratchman, Rick Fischer and Stacy Doucette and Dan Dibbs. Others present: Joel Gregozeski and Chief Tim Lambie and Town Chairperson Jack Anderson.

2. POSTING OF AGENDA/APPROVAL OF AGENDA – *Motion by Dibbs/Ossont to approve the agenda as presented. Motion carried 5/0 by voice vote.*

3. NEW BUSINESS.
 - a. Discussion/Possible Action – Approval of Commission Bylaws – Gregozeski provided a review of draft bylaws for the Board. *A motion by Fischer/Ratchman to approve the bylaws as presented passed unanimously by voice vote.*

 - b. Discussion/Possible Action – Selection of Officers – Rick Fischer was nominated as President, Dan Dibbs was nominated as Vice President and Stacy Doucette was nominated as Secretary. *A motion by Jay Ossont/Doucette to approve and appoint the nominations was passed unanimously by voice vote.*

Gregozeski noted the terms of each Board member was established by the Town Board as follows:

- Rick Fischer – Term Expiring April 2023
 - Charles Ossont – Term Expiring April 2022
 - Daniel Dibbs – Term Expiring April 2021
 - Jay Ratchman – Term Expiring April 2020
 - Stacy Doucette – Term Expiring April 2019
- c. Discussion of Commission Action Plan & Timeline
 - i. Review & Possible Action – Job Descriptions for Fire Chief, Deputy Chief, Captain, Lieutenant and Firefighter. The Board recommended the Department prepare a Paid-On-Call position description. Ratchman recommended the draft position description eliminate any probationary period language.

- d. Future Agenda Items:
 - i. Fischer requested the Board consider reviewing and taking action on Department's bylaws, including EMS. This review will take into account the Department's hiring process and procedures for all staff. A grievance process needs to be determined as well.
4. ADJOURNMENT - Motion by Dan Dibbs/Chuck Ossont to adjourn at 7:02 p.m. carried unanimously 5/0 by voice vote.

Respectfully Submitted,

Joel Gregozeski, Recording Secretary