

**TOWN OF GREENVILLE
FIRE COMMISSION
REGULAR MEETING MINUTES**

DATE: Tuesday, December 3, 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 Dan Dibbs at 6:00 p.m.
Members present: Chuck Ossont, Jay Ratchman, Stacy Doucette and Dan Dibbs.
Members excused: Rick Fischer. Others present: Joel Gregozeski, Jack Anderson and Chief Tim Lambie (arrived at 6:48).

2. POSTING OF AGENDA/APPROVAL OF AGENDA – *Motion by Ossont/Ratchman to approve the agenda as presented. Motion carried 4/0 by voice vote.*

3. NEW BUSINESS.
 - a. Discussion/Possible Action – Approval of Meeting Minutes from October 30, 2018.

*Motion by Ratchman/Doucette to approve the Meeting Minutes as presented.
Motion carried 4/0 by voice vote.*

 - b. Discussion/Possible Action – Discussion of Possible Action Plan and Timeline
 - i. Review and Possible Action – Job Description of Fire Chief, Deputy Chief, Captain, Lieutenant, and Firefighter

Discussion held on job descriptions presented.

 - ii. Review and Possible Action – Department Bylaws and Hiring Procedures

Discussion held on maintaining Bylaws to govern social associations/organizations of the Fire Department but transitioning from Bylaws to Standard Operating Procedures (SOPs) for personnel and operational aspects of running the Fire Department.

4. ADJOURNMENT - *Motion by Ratchman/Ossont to adjourn at 7:00 p.m. carried unanimously 4/0 by voice vote.*

Respectfully Submitted,

Stacy Doucette, Secretary