

**MINUTES OF THE JOINT VILLAGE/TOWN BOARD MEETING WITH  
THE TOWN OF BUCHANAN AND VILLAGES OF COMBINED LOCKS AND HARRISON  
ON FEBRUARY 27, 2020**

**Call to Order**

Buchanan Chairperson McAndrews called the meeting to order at 7:00 p.m.

**Pledge of Allegiance:** Buchanan Chairperson McAndrews led the Pledge of Allegiance

**Introductions/Roll Call:**

**PRESENT:**       **Town of Buchanan Board Members:** Chairperson McAndrews, Supervisor Tom Walsh, Supervisor Lawrence, Supervisor Reinke, and Administrator Brown

**Village of Combined Locks Board Members:** Trustee Vander Zanden, Trustee Schinke, Trustee Stutzman, Trustee Krueger, and Administrator Shampo-Giese

**Village of Harrison Board Members:** President Hietpas, Trustee Bartlein, Trustee Lisowe, Trustee Nickel, Trustee Miller, and Administrator Parish

**ALSO PRESENT:** Buchanan Fire Chief Mohr, Combined Locks Fire Chief Doyle, Harrison Interim Fire Chief Gerl, Jeff Roemer of RW Management, and several high school students and parents.

**Authorization of RW Management to complete a Shared Services and Consolidation Feasibility Study for Fire/EMS Services – For Discussion and Possible Action:**

Buchanan Administrator Tony Brown provided a background of the discussions and actions that led to this meeting and consideration of hiring a consultant to perform a Fire/EMS Services Study. He also reported that five (5) proposals were received, reviewed and graded by the Administrators, Fire Chiefs and other representatives of each of the Fire Departments. Four (4) consultants were invited to interview with the Administrators and Fire Chiefs. One of those four backed out on the day of the interviews due to an unforeseen emergency. The recommendation of the interviewing committee is to hire RW Management to perform the study based on their expertise, availability, staffing, and cost.

Jeff Roemer of RW Management then provided an overview of his proposal. He specifically mentioned that he and his staff have a great deal of Public Safety consulting experience to include consulting for Police, Fire, EMS, and Safety. He also explained that since the proposal was submitted, he has sold his company to McMahan Associates. RW's six (6) consultants are still with the company and four (4) will be heavily involved in this study. Being a part of McMahan Associates also provides a great resource to mapping of incidents, which will be a part of the study's final product and used to make recommendations.

Trustees and supervisors from each community then asked questions of Mr. Roemer, the Fire Chiefs and each other. Questions included: is the study necessary, what is the cost of the study, how does the communities falling in two counties affect the study/recommendations, what are the current shared services, how does the contract Buchanan has with Wrightstown and Hollandtown work now and how might it affect the study/recommendations, what is the timeframe for completion of the study, is the consultant available and willing to help with some of the implementation (if needed), might the recommendations affect Harrison's service to Sherwood, is partial consolidation an option, does RW have any experience working with three (3) or more communities trying to accomplish the same thing we are, is full-time staff necessary. Many of these questions were answered easily based on the current status of the departments, but other questions will not be answered until the study is complete.

**Village of Harrison:** Trustee Nickel made a motion to accept RW Management's proposal for \$28,400 and agree to Harrison paying 1/3 of the cost. Trustee Lisowe seconded the motion, and it passed unanimously for Village of Harrison.

**Village of Combined Locks:** Trustee Schinke made a motion to accept RW Management's proposal for \$28,400 and agree to Combined Locks paying 1/3 of the cost. J. Krueger seconded the motion, and it passed unanimously for Village of Combined Locks.

**Town of Buchanan:** Supervisor Walsh made a motion to accept RW Management's proposal for \$28,400 and agree to Buchanan paying 1/3 of the cost. Supervisor Lawrence seconded the motion, and it passed unanimously for Town of Buchanan.

Harrison Trustee Lisowe made a motion to adjourn the meeting at 8:15pm. Combined Locks Trustee Krueger seconded the motion, and it passed unanimously.

Prepared by Racquel Shampo-Giese, Administrator/Clerk/Treasurer Combined Locks  
Approved by the Village Board of Harrison on March 10, 2020

Attest: \_\_\_\_\_  
Jennifer Weyenberg, Village Clerk-Treasurer

**Buchanan/Combined Locks/Harrison Joint Meeting 02-27-2020**