



**October 08, 2025 @ 6:00 PM @ Mission Town Hall
Special Town Board Meeting – MTFD Planning Workshop Minutes**

Present - Chair Jon Auge, Supervisors Bob Steele and Erik Lee. Also attending: Fire Chief Jill Allord, Assistant Chief Tim Yeager, Captain Jen Trombley, Captain Jon Swenson, Captain Shane Johnson and Lieutenant B. Mattheisen.

Call to Order - J. Auge called the meeting to order at 6:00 PM.

Approval of the Agenda – With the addition of item 7-Budget Planning, the agenda was approved.

Discussion/Action Items:

1. **Mission Statement for MTFD.** Discussion occurred on ideas for a MTFD Mission Statement.

Action: B. Steele will compile input and create a draft statement. Chief Allord will review it with the Department for their input. A proposed statement will be submitted to the Town Board for review and approval.

2. **Recruitment & Retention Strategies.** Current approaches being utilized for recruitment are Facebook ads, encouraging candidates to visit on training nights, new firefighter profiles on Facebook, advertising on the Fire sign at the Town Hall and word of mouth. Current approaches for retention are mentoring new hires, new firefighter recognition on Facebook, and obtaining logo apparel for new hires soon after hiring. Discussion occurred on various options to strengthen recruitment and retention such as greater community outreach, banners, participation in community events, and others. The MTFD leadership suggested 20-22 members is an optimal staffing level.

Action: Reintroduce service awards recognition in 2026 sponsored by the Town Board. J. Auge will add to 2026 Key Initiatives List. Chief Allord will create a prioritized list of additional recruitment and retention actions after discussion/input with the Department, for review with the Town Board.

3. **Long-Term Equipment Planning – Fire vs. EMS.** Much discussion occurred on the current fleet and potential needs over the next five years. Engine 2 needs replacement by 2029, and our two EMS vehicles have 140K and 180K mileage. Current thoughts include the need for three new vehicles in the next five years at a cost of around \$1.3 million in current dollars. There was also discussion on the next iteration of the Capital Plan and what can be budgeted for over time such as turn-out gear replacement.

Action: J. Swenson will develop a long-term equipment plan that summarizes the current fleet (age, purpose/usage) and the proposed new fleet (purpose/usage) with a transition plan to the new fleet for consideration in the next iteration of the Capital Plan with timing of March-May 2026.

4. **Leadership Development.** The group discussed the many leadership development opportunities available to the Department.

Action: Department leadership will avail themselves of leadership training as schedules permit.

5. **Community Outreach & Engagement.** S. Johnson has undertaken pre-incident planning in the community. There was agreement the Department needs to increase their outreach to the community beyond what is done by the Relief Association which is mostly fundraising. Several ideas were discussed and will be considered over time.

Action: Department leadership will consider the ideas discussed and develop a plan to increase community outreach/engagement for review by the Town Board.

6. **Training Effectiveness.** The consensus of the group was the quality of training has improved. Currently 13 members show up to train regularly with the goal being all members regularly participate. Participation in training is part of the criteria for members attaining their annual service credit.

Action: Department leadership will continue to promote accountability for participation in training as a core requirement of the Department.

7. **Budget Planning.** Discussion occurred on applying for more grants to fund Department needs, reducing the dependence on taxes. The Town Board strongly supports grants keeping in mind we need to consider the entirety of needs across the township. The group reviewed the Town's grant policy and when and why Town Board approval is required. B. Mattheisen raised the possibility of purchasing improved software for tracking calls and other key information at a cost of around \$1,500 which was supported.

Action: Department leadership to continue pursuing grant opportunities following the Town's Policy. Chief Allord to add the software to her November report for approval.

Having completed the agenda topics, the meeting was adjourned at 8:00 PM.

Respectfully submitted,

A handwritten signature in black ink that reads "Jon Auge". The signature is written in a cursive, flowing style.

Jon Auge, Chair