



Fire/EMS Chief Town of Buchanan , Wisconsin

Position Profile



Public Administration Associates

The Community

Buchanan is a township located in Outagamie County, Wisconsin, just east of the city of Appleton. It is part of the growing Fox Cities region of Wisconsin, which has the third largest population concentration in the State.

The area now known as Buchanan was originally settled by French, Dutch, Irish, and German settlers. The French settlers, all born in Lower Canada, lived in the area before the U.S. survey. They first landed in Green Bay, which was then known as a fur, game, and shipping point for the region. William Lamure, a French settler who bought land in the current Town, is widely regarded as the founder of Buchanan in 1835.

Father Theodore J. Van den Broek, who founded St. John's Congregation in Little Chute in 1836, was largely responsible for inducing the Dutch to settle in Buchanan. After a trip back to his native land in 1847, many Dutch people came back with him.

The Town of Buchanan was established in 1858. The first annual meeting was held at school-house number two. The new town was named after James Buchanan, who was then president of the United States. Darboy, as much of the town is commonly known as, is an unincorporated community. The Darboy name stems from a post office established in 1877, named after French Archbishop Georges Darboy.

In 1972, local farmers concerned about future growth in the Darboy area of the Town, organized the Darboy Joint Sanitary District No. 1. The District's water and sewer services helped fuel the explosive population growth in the 1990s. The present Buchanan Town Hall was built in 1991.

In 2000, Buchanan had a population of 5,827. The Town has experienced approximately 17% growth since 2000, with an estimated 2025 population of 6,817 (Wisconsin Department of Administration).

The Town comprises an area of 16.9 square miles (43.8 km²), of which 16.6 square miles (43.0 km²) is land and 0.3 square mile (0.9 km²) (2.01%) is water.

According to the 2020 US Census, there were 2,859 households in the Town, with the vast majority (89%) being single-family units. The racial makeup of the Town was 92.9% White, 1.6% Asian and 5.5% Other races.

With a median age of 45.4, in 2020 the Town had a per capita income of \$45,343 and a median household income of \$100,032, both of which are 20% higher than those for Outagamie County as a whole and 33% higher than for the State of Wisconsin.

Buchanan students attend three different school districts: Kimberly, Kaukauna and Appleton.



The Town Government Organization

Buchanan's mission is "In the spirit of town government, we are dedicated to providing essential services through quality-driven, citizen-focused, and fiscally responsible efforts".

The Town Government is led by a five-member, non-partisan Town Board of Supervisors. The Town Chairperson and four Town Supervisors serve overlapping two-year terms and are responsible for establishing the Town's overall direction and policies. The Town Board generally meets once per month (The third Tuesday at 6:00 pm at the Town Hall). The Town Board Chairperson is responsible for making appointments to numerous boards/commissions and for chairing the Town Board meetings. The Town Board as a whole is responsible for establishing and approving an annual budget and establishing the general policy direction of the Town.

The Town Board selects and appoints a full-time Town Administrator who serves as the Town's chief administrative officer, responsible for the day-to-day operations of the Town and the implementation of Board policies and directives. The Buchanan Fire Chief, as well as other department heads and administrative staff report to the Town Administrator. Buchanan provides a variety of services to its residents and landowners. These services include the following:

- Drainage, Erosion Control and Stormwater Management
- Finance and Taxes
- Garbage, Recycling and Yard Waste
- Parks and Recreation
- Planning and Development
- Roadway and Highway Maintenance

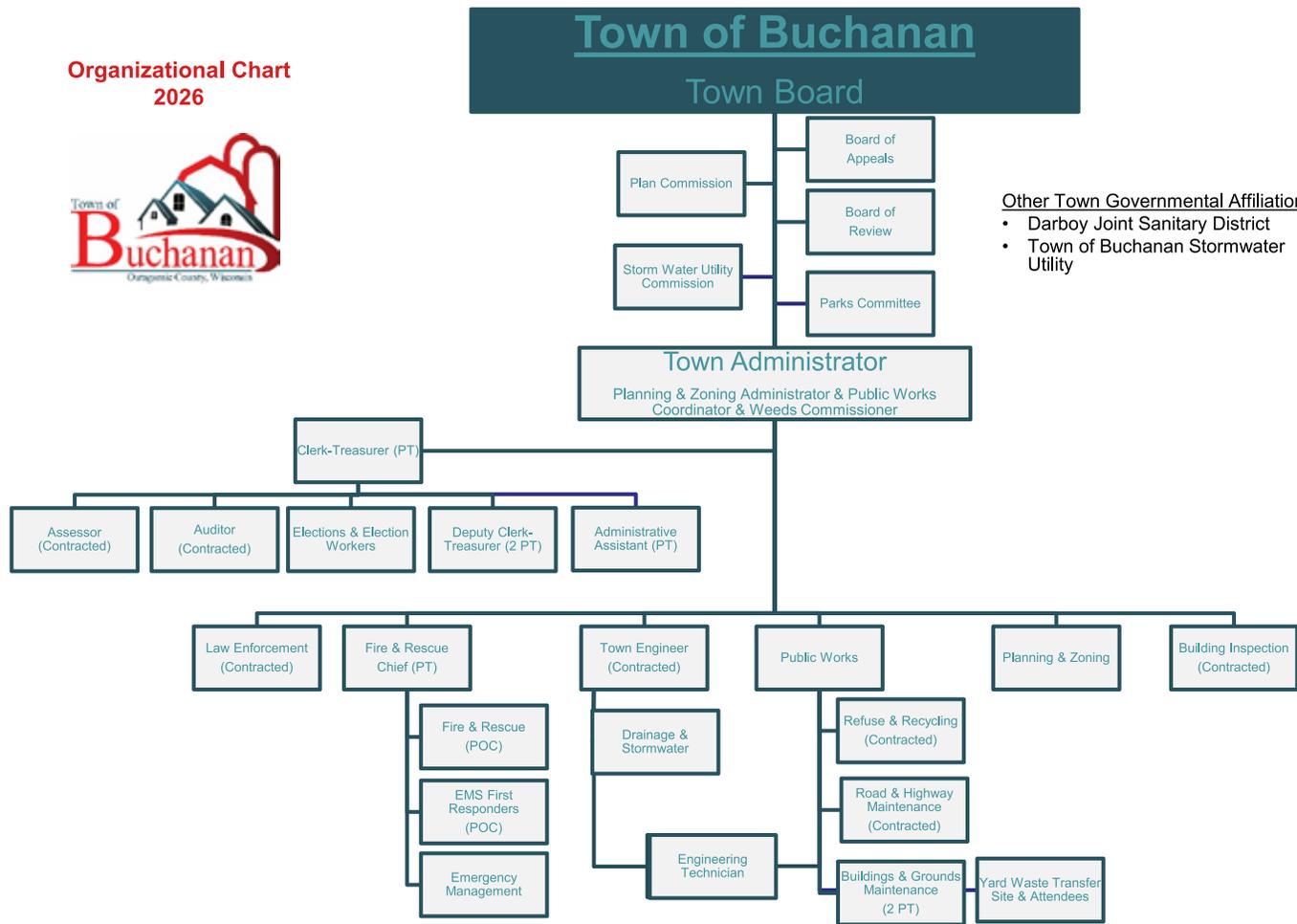
Sewer and water services are provided to the urbanized portion of the Town by Darboy Joint Sanitary District No. 1. The District operates as a separate organization and serves the neighboring Village of Harrison.

The 2026 Town Budget totals \$9,608,407 across all funds. \$2M is available in debt proceeds to fund 2026 Town capital projects. The Town tax rate of \$2.78/\$1,000 assessed value is the lowest municipal rate in the Appleton metro area. The full current Buchanan Budget can be found here [2026 Adopted Budget](#).

Visit the community website for more information: www.townofbuchanan.org.

Organizational Chart

Organizational Chart
2026



Other Town Governmental Affiliations

- Darbo Joint Sanitary District
- Town of Buchanan Stormwater Utility

*Red box denote position modification

PT – Part-Time

POC – Paid On-Call



Fire Department Overview

The Town of Buchanan Fire Rescue (BFR) was established in 1953. BFR has a 2026 operating budget of \$300,805. BFR provides emergency services across a community with diverse risks, including commercial, residential, agricultural, transportation, and rural environments. The Fox River tributary running through the Town adds water rescue to the department's operational responsibilities.

BFR maintains automatic aid agreements with the Wrightstown and the Hollandtown Fire Departments for coverage on the east side of the Town. The department also participates in the Statewide Mutual Aid Box Alarm System (MABAS) as part of Outagamie County MABAS Division 127. All 911 calls and dispatching services are provided by the Outagamie County Dispatch Center, operated by the Outagamie County Sheriff's Office.

BFR is a paid on-call (POC) department with 32 members. Services include fire suppression, non-transport Basic Life Support, vehicle extrication, wildland interface operations, water rescue, and hazardous materials response. The department is also active in fire prevention, community education, and public safety outreach, including school programs, fire drills, and community events.

BFR operates from a single station located at the Town Hall. The department is led by a part time Fire Chief, supported by a Deputy Chief, Assistant Chief, Captains, and Lieutenants. Current apparatus includes:

- 2018 Seagrave – 1,500 GPM pump, 1,000 gallons
- 2007 Pierce – 1,500 GPM pump, 1,000 gallons
- 2011 International Tender – 3,000 gallons
- Brush UTV
- 2009 Utility Pickup

Buchanan Ideal Fire Chief Qualities and Expectations

The ideal Fire Chief for Buchanan Fire Rescue is a seasoned, community-focused leader with strong operational experience and a deep understanding of the unique dynamics of a paid-on-call fire service. This individual combines strategic vision with hands-on credibility, fostering professionalism, readiness, and teamwork while respecting the realities of POC staffing.

Fire and EMS Experience

- 5+ years of progressive fire service experience, including supervisory and command roles
- Experience in a paid on call or combination department strongly preferred
- Demonstrated success in multi agency responses, rural/suburban operations, and limited staff initial attack scenarios
- Proven ability to mentor officers, develop future leaders, and maintain high morale among POC members

Certifications & Training

- Fire Fighter I & II
- Fire Inspector I
- NIMS/ICS 100, 200, 300, 400, 700, 800
- EMT Basic (or licensable)
- Additional training in incident safety, leadership, or risk reduction is beneficial

Incident Command & Emergency Operations

- Expertise in ICS leadership for structure fires, EMS incidents, technical rescues, and severe weather events
- Skilled in coordinating mutual aid and maintaining strong interagency relationships
- Understanding of rural water supply challenges, staffing variability, and extended response times

Training & Readiness

- Ability to design and oversee a comprehensive training program tailored to POC schedules
- Commitment to a culture of continuous improvement, safety, and accountability
- Support for officer development through structured mentorship and delegation

Budgeting & Resource Management

- Experience managing municipal budgets, capital planning, and long term apparatus replacement
- Skilled in grant writing (AFG, SAFER, state grants) to supplement limited local funding
- Strong understanding of DSPS 330, DHS 110 & 256, ISO, and NFPA standards

Policy & Organizational Development

- Capable of updating and enforcing SOPs/SOGs, training requirements, and safety policies
- Uses data and risk assessment to guide decisions on staffing, equipment, and community risk reduction
- Comfortable presenting to the Town Board, committees, and community stakeholder groups

Community Engagement

- Visible, approachable presence at public events, school programs, and civic meetings
- Clear and confident communication with residents, media, and elected officials
- Strong commitment to trust, transparency, and relationship building in a small community

Internal Leadership

- Respectful of the time and commitment of POC members; fosters a supportive, inclusive environment
- Skilled in conflict resolution, coaching, and consensus building
- Balances tradition with modernization, honoring the department's history while guiding future growth

Personal Attributes

- Integrity and professionalism in all interactions
- Calm, steady presence during emergencies and political pressure
- Forward-thinking mindset, open to new technology, training methods, and recruitment strategies
- Approachable and empathetic, with an understanding of the personal demands on POC firefighters
- Decisive yet collaborative, valuing input from officers and members

The Successful Buchanan Fire-EMS Chief is Expected to:

- Strengthen volunteer/POC participation
- Improve training consistency without overburdening members
- Build strong relationships with the Town Board and neighboring agencies
- Provide stability, vision, and a shared sense of purpose
- Demonstrate long term commitment to community service

FIRE/EMS Chief Job Description

Buchanan Fire Department Study

In 2025, the Town Board commissioned a study of the Buchanan Fire Department by McGrath and Associates. A copy of that report is available at this link:

[**Final Report PDF**](#)



How to Apply

Send cover letter, resume, salary history, and five work-related references (one PDF) to Public Administration Associates, LLC by **February 20, 2026** .

Attn: Jim Austad, Associate

E-mail: jamesaustadllc@gmail.com

Phone: 920-379-8036

Confidentiality must be requested by the applicant and cannot be guaranteed for finalists.

Buchanan Fire/EMS Chief Recruitment/Selection Schedule

12/15/2025-1/15/2026-Update of Fire/EMS Chief Job Description. PAA Gathering of Information for Fire/EMS Chief Marketing Materials- PAA Drafting of Position Announcement

1/20/2026-Town Board Approval of Job Description

1/21/2026-Text Announcements Placed Online with Job Sites Specified in Proposal

Week of 1/26/2026—Fire/EMS Chief Position Profile Posted on Social Media Platforms/
Position Profile Sent to Targeted Candidates

1/21-2/20/2026-Recruitment of Potential Candidates

2/20/2026-Application Materials Due to PAA

2/23/2026-Confidential Applicant Mini-Resumes/Candidate Reports Sent to Town Administrator and/or Town Board

2/24/2026-Meeting with Town to Review Resumes and Selection of Semi-Finalists or Finalists (Depending on Number of Applicants[MB1.1])

Week of 3/2/2026-PAA and Administrator Conducts Zoom Interviews with Selected Candidates, and PAA Conducts Reference Interviews/Reports on Each Candidate

Week of 3/9/2026-Town Board Reviews Candidate Video Interviews/Reference Reports and Selects Finalists (Town Board Closed Session either 3/11 or 3/12)

Day after Town Selects Finalists-Finalists Notified

Week of 3/16/2026-Finalists Come to Buchanan for Interviews/Assessment Center with Town Board and Town Staff (Town Board Closed Session 3/18 meet and greet with public and 3/19 assessment/interview)

Week of 3/23/2026-Town Board Approves Employment Agreement with New Fire/EMS Chief

4/15/2026-Approximate Start Date for New Fire/EMS Chief