



**Five
Bugles
Design™**

Banbury Place, Building D04, Suite 202 Mailbox 2
800 Wisconsin Street, Eau Claire, WI 54703
P 715.832.4848 F 716.625.6825

KICK OFF MEETING AGENDA

Date: 8/7/19

Subject: Suamico WI Fire District Kick Off Meeting

Time: 5PM

Place: Village Hall, 12781 Velp Avenue

TOPICS FOR DISCUSSION

1. Introduction of Meeting Participants
2. Roles and Responsibilities – Communication Protocol
 - FBD
 - Owner
 - Information Dissemination
3. Discuss Project Risks/Challenges.
4. Project timeline and expected deliverables.
5. Project Review
 - Review scope of project and tasks at hand.
 - I. Review project study
 - II. Review project scope, programming and conceptual drawings for new facility.
 - a. Discuss EMS
 - b. Discuss dormitories
 - c. Discuss Total Project Budget
 - III. Site
 - a. Discuss process of Geotech and site surveys
 - IV. Construction Manager Updates
 - b. Discuss status.
6. Other items and/or questions
7. Recap/Summary
8. Schedule tours of other stations
9. Set Next Meeting Date and Tentative Agenda