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**AGENDA
VILLAGE OF SUSSEX
BOARD OF FIRE COMMISSIONERS
3:00 PM - WEDNESDAY, AUGUST 5, 2020
SUSSEX CIVIC CENTER – COMMITTEE ROOM 2nd FLOOR
N64W23760 MAIN STREET**

Pursuant to the requirements of Section 19.84, Wis Stats., notice is hereby given of a meeting of the Village of Sussex Board of Fire Commissioners, at which a quorum of the Village Board may attend in order to gather information about a subject which they have decision making responsibility. The meeting will be held at the above noted date, time and location. Notice of Village Board Quorum, (Chairperson to announce the following if a quorum of the Village Board is in attendance at the meeting: Please let the minutes reflect that a quorum of the Village Board is present and that the Village Board members may be making comments under the Public Comments section of the agenda, during any Public Hearing(s) or if the rules are suspended to allow them to do so.)

1. Roll call.
2. Consideration and possible action on minutes of the Board of Fire Commissioners meeting held on July 14, 2020.
3. Fire Chief Hiring Process.
4. Topics for future agendas.
5. Adjournment.

Jeff Knollenberg
Chairperson

Kelsey McElroy-Anderson
Asst. Village Administrator

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Clerk at 246-5200.

MINUTES
VILLAGE OF SUSSEX
SUSSEX, WISCONSIN
BOARD OF FIRE COMMISSIONERS
TUESDAY, JULY 14, 2020

Jeff Knollenberg called the meeting to order at 4:00 p.m.

Members present: Jeff Knollenberg, Andrea Weber, Ray Christianson, John Schneider, Bob Pfeil, and Trustee Lee Uecker.

Others Present: Assistant Village Administrator Kelsey McElroy-Anderson, Deputy Chief Thew, and Deputy Chief Ihlenfeld.

A quorum of the Village Board was not present at the meeting.

The Commission met with the following prospective candidates for the full-time Firefighter/Paramedic positions: Andrew Heisler, Mark Grade, and Benjamin Videkovich.

A motion by Pfeil, seconded by Schneider to approve the March 27, 2020 minutes as presented.
Motion carried 5-0.

Fire Chief Report

Deputy Chief Thew presented the Chief's Report.

Personnel Changes

A motion by Weber, seconded by Pfeil to approve Daniel Karinen as a fulltime Firefighter/Paramedic and to acknowledge the following resignations: Ardith Gribble, Nina Sutyak, and Jordan Meka.
Motion carried 5-0.

Election of Officers

A motion by Weber, seconded by Pfeil to appoint John Schneider as the BOFC Secretary.
Motion carried 5-0.

A motion by Schneider, seconded by Pfeil to appoint Andrea Weber as the BOFC Vice-Chairperson.
Motion carried 5-0.

A motion by Christianson, seconded by Weber to appoint Jeff Knollenberg as the BOFC Chairperson.
Motion carried 5-0.

A motion by Schneider, seconded by Pfeil, to adjourn the meeting at 5:11 p.m.
Motion carried 5-0.

Respectfully submitted,

Kelsey McElroy-Anderson
Assistant Village Administrator

VILLAGE OF SUSSEX POSITION DESCRIPTION

Position Title:	Fire Chief	Department:	Fire		
Revision Date:	August 16, 2016	Pay Grade:	10	FLSA:	E
Staff to Committee(s):	BOFC	Reports To:	Village Administrator and BOFC		

Job Summary

The Fire Chief performs complex professional work according to state statutes, organizing and supervising activities of the department in order to protect life and property including maintenance, management of fire suppression, prevention, equipment, physical facilities and Emergency Medical Services (EMS), managing and administering department budget and operations, ensuring continued development of staff, responding to after-hours emergencies and other duties as assigned. Work involves setting policies and goals under the direction of the Village Administrator and supervision over all personnel within the Fire Department.

Essential Duties & Responsibilities

Including, but not limited to:

- Assumes command of all Department operations at fires and other emergencies as required.
- Plans, coordinates, supervises and evaluates Fire and EMS operations.
- Supervises the planning, formulation and development of minimum standards of conduct, training and technical competence in the Department in accordance with National and State standards. Provides leadership to personnel.
- Plans and develops department programs.
- Maintains compliance with fire code provisions in State Statute and local ordinances.
- Protects the privacy of all patient information.
- Supervises the development of the Fire Department budget for submittal to the Village Administrator. Manages the budget, including proposing and implementing programs.
- Supervises staffing, inspection, investigation and equipment.
- Directs maintenance, repairs, improvements and replacement of Department equipment and facilities.
- Develops and reviews policies, rules, regulations and guidelines, including long range planning, records and files.
- Maintains Department ethics and discipline.
- Reviews and appraises performance of Department personnel. Develops and implements training programs and initiatives aimed to maintain a high level of employee engagement and morale.
- Prepares reports and maintains necessary records and files.
- Represents the department in all activities including networking with County, State, and International Fire Chief's Associations.
- Maintains high quality skills in the use of computers, office equipment, copiers and telecommunication devices, and new technology necessary to communicate, develop, and produce accurate and complete reports.
- Other duties as assigned.

Minimum Requirements

- BA in Fire Science or closely related field
- 10 years of experience in Fire Work or Emergency Medical Service work
- Certified as an EMT-Basic and Fire Fighter II
- 7 years of supervisory experience
- Emergency response time of less than 45 minutes
- Wisconsin Driver's License

Knowledge, Skills and Abilities

- Thorough knowledge of modern fire suppression/prevention, emergency medical services, principles, procedures, techniques and equipment. Considerable knowledge of applicable laws, ordinances, standards and regulations.
- Ability to maintain effective working relationships with elected officials, other employees and the public.
- Ability to provide expert advice.
- Ability to make hiring and promotional recommendations and to train, supervise and lead subordinate personnel.
- Ability to respond to complaints and to communicate effectively, both orally and in writing.
- Ability to provide leadership, create initiative, and serves as a spokesperson for the department.
- Ability to plan and develop programs.
- Ability to read and prepare budgets.
- Ability to negotiate and resolve all types of conflicts.
- Ability to exercise sound judgement in evaluating situations and making decisions, particularly when under stress.
- Knowledge of: fire inspection, fire investigation and incident command.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment described is representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

- The duties of this job include physical activities such as climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting (up to 50 pounds frequently, and in excess of 100 pounds occasionally), fingering, grasping, feeling, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and the ability to adjust focus.
- Must possess or be able to obtain at time of hire a Wisconsin Driver's License.

Work Environment: The work environment may include some or all of the following:

- Must be available/reachable 24/7, 365 with the exception of scheduled leaves of absence or vacation time. Must establish proper coverage for the Department during these times.

- Frequent lifting or moving of up to 25 pounds and occasional lifting or moving of over 100 pounds.
- Required to sit, talk, hear, stand, walk, use hands to operate objects, tools or controls. Required to climb, balance, stoop, kneel, crawl, crouch, taste, smell, lifting and repetitive motions.
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perceptions, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of spoken word and conveying detailed or important instructions to others accurately loudly and quickly. Hearing is required to perceive information at normal spoken word levels.
- Work requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles or smoke, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to risk of electrical shock, working with explosives and wearing a self-contained breathing apparatus.
- Works in high, precarious places, exposure to vibrations and blood borne pathogens.
- Work is generally in a moderately noisy location, performed in an office, vehicles or outdoor settings in all weather conditions, including day and night and extreme temperatures. Work is often performed in emergency and stressful situations. Individual exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance.

Please Note: The duties listed above are intended as examples of the various types of work performed. This is not all-inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the job. This job description does not create an employment contract between the municipality and the member and is subject to change.



Board of Fire Commissioners Bylaws

Revised
August 2018
August 2016
February 2014
March 2012
September 2010
April 2009

**Village of Sussex
Board of Fire Commissioner By-Laws**

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Section I: Authority

A. The Village of Sussex Board of Fire Commissioner's (hereinafter known as "BOFC") is created under WI §61.65 and by the Village of Sussex ordinance(s).

B. The BOFC shall have the duties and responsibilities as defined by WI §61.65 and section 5.02 of the Municipal Code, but shall have no management, operational, or fiscal responsibilities.

C. The rules herein provided shall be applicable to all positions in the Village of Sussex Fire Department that are under the jurisdiction of the BOFC as authorized under WI §62.13.

Section II: Internal Procedures & Administration

A. Regular meetings of the BOFC shall be held at the Civic Center, N64 W23760 Main Street, on the 3rd Tuesday of every other even month; (February, April, June, August, October and December) at 5:00 p.m. unless the chairperson notifies the other Commissioners that there is no business before the Commission. Notices of the meeting shall be given according to relevant state statutes.

B. Three members of the five-person board shall constitute a quorum. To transact any business a quorum must exist.

C. The regular order of business of a BOFC meeting shall be as follows:

1. Roll call.
2. Consideration of minutes of the previous meeting.
3. Fire Chief's Report
4. Personnel Changes
5. Other items for discussion.
6. Adjournment.

Items 5 should be specifically designated when giving notice of a meeting.

D. The records of the BOFC shall be maintained in the Village Clerk's office.

E. Special meetings may be called by the Commission Chairperson, the Fire Chief or the Village Board at any time upon their request, or request of any member of the Commission upon advanced 24-hour notice to each Commissioner and public notice of such meeting is given in accordance to relevant State Statutes.

F. The BOFC officers shall be the chairperson, vice-chairperson and secretary.

1. Duties of the Chairperson - The duties of the Chairperson shall be to preside over all meetings of the BOFC, to preside over hearings conducted by the BOFC and to see that they are regularly conducted, to receive written charges filed against the chief, officers or subordinates, and to issue subpoenas to

compel the attendance of witnesses, which shall be served as summonses under Chapter 885 of the State Statutes.

2. Duties of the Vice-Chairperson - The Vice-Chairperson shall attend all meetings and shall act on behalf of the Chairperson in the Chairperson's absence.
3. Duties of the Secretary - The Secretary shall conduct all correspondence of the BOFC, receive appeals for action of chief officers, send out all notices required by laws, ordinances, or as requested by the BOFC, to make such official publications as may be necessary, to attend all meetings and hearings of the BOFC, to prepare and keep records and minutes of the BOFC proceedings, to provide for the taking and recording of testimony and other evidence received at hearings, to preserve such evidence in a permanent record and to certify such record to the Circuit Court when required by law.

The minutes of each meeting and hearing shall be signed by the Secretary and approved by the BOFC. A copy of the minutes shall be provided to each member as soon after each meeting as is possible. One copy shall also be filed with the Village Clerk, and a copy shall also be sent to the Fire Chief. Part or all of the duties of the Secretary may be delegated to Village staff, or designee, at the request of the Secretary.

G. At the regular meeting on the 3rd Tuesday of each April, the BOFC shall elect one of its Commissioners to act as Chairperson, Vice-Chairperson and Secretary, each being for a term of one year or until a successor is duly elected. There shall be no limitation on the number of terms any officer may serve, but each term shall be for one year, commencing from the April meeting.

H. These Bylaws shall be reviewed by the BOFC biennially, and any amendment may be made by a simple majority vote of the full BOFC membership. These rules shall not be repealed, amended or modified except by majority action of the full Board of Fire Commissioners at a regular meeting.

I. The BOFC may waive any special provisions relating to hiring or promoting, except those established by State Statutes, upon the request of the Fire Chief and upon the unanimous vote of all Commissioners present while complying with §62.13(4).

J. Should any provision of these Bylaws be declared unlawful by a court of competent jurisdiction, all other provisions shall remain in full force and effect.

Section III. Hiring Procedures

A. The BOFC hereby delegates to the Fire Chief, or designee, the responsibility of screening applicants for all subordinate positions. The Fire Chief shall follow the below outlined process in completing the applicant screening and recommending qualified candidates for approval by the BOFC.

1. Part-time

- a. All available jobs shall be posted on the Village website and advertised as

the Chief may reasonably find to be advantageous.

- b. Complete applications shall be reviewed, and when appropriate, an interview shall be scheduled. The professional qualifications are reviewed and confirmed at this time.
- c. The applicant must pass a comprehensive background check by the Waukesha County Sheriff's Department. If the applicant is considered favorable and qualifies for access to the Public Safety Building, a conditional offer of employment is extended subject to medical examination and approval by the BOFC.
- d. The applicant must then pass a comprehensive medical examination. If the applicant is identified as fit for duty, their name is submitted to the BOFC for final authorization to hire.

2. Fulltime

- a. Hiring procedures for fulltime positions will follow the same process as outlined for part-time positions.
- b. Applicants for fulltime positions shall also be required to submit with their employment application, documentation of completion of the Candidate Physical Abilities Test (CPAT). The test must be completed no longer than one year prior to appointment.

3. Fire Chief

- a. Hiring procedures for the Fire Chief will be set by the BOFC before the recruitment begins. The BOFC will appoint the Fire Chief, notification of appointment will be made to the Sussex Village Board, and the new Fire Chief will be sworn in by the BOFC.

B. The Sussex Village Board will define job duties, benefits, and compensation for all Fire Department positions. Position descriptions are approved by the Village Board and are available in Appendix A of the Village's Personnel Policy and Procedures Manual. These descriptions include a job summary, essential duties and responsibilities, and minimum requirements.

C. All candidates appointed by the Fire Chief and approved by the BOFC must meet the qualification standards outlined in the position description.

Section IV: Promotional Procedures

A. When the need arises for promotions within the Fire Department, the BOFC and the Fire Chief will meet to discuss the specific process that will be followed to fill the position. The Fire Chief, or designee, will then be responsible for implementing the approved process to screen candidates. Based upon the results of the promotional process, the Fire Chief may recommend a final candidate to the BOFC for consideration. The BOFC shall have the responsibility to approve each appointment.

Section V: Resignations

A. The BOFC shall acknowledge any resignations from the Fire Department as outlined in 5.05 of the Municipal Code.

Section VI: Hearing Procedures

When a hearing is to be held, the BOFC Chairperson shall set the date therefore. Notice of the date, time and place of the hearing shall be given to the accused and their counsel, and the complainant, by mailing a notice by certified mail to the address of the accused as obtained from the files of the Fire Department, or by personal service. Notice shall not be given less than five (5) days prior to the date of the hearing. A copy of the charges shall accompany the notice. The Chairperson or his/her designee(s) shall conduct the hearing and the Commission may retain counsel for assistance during the hearing.

A. Disciplinary Actions Against Subordinates, per SS 62.13.

1. Suspension - A subordinate may be suspended as hereinafter provided as a penalty. The subordinate may also be suspended by the BOFC pending the disposition of charges filed against the subordinate.
2. Filing of charges - Charges may be filed against a subordinate by the Chief, by a member of the BOFC, by the BOFC as a body, or by any aggrieved person. A municipal official may file charges as an aggrieved person. Since the BOFC is the hearing body, it should refrain from filing charges. Such charges shall be in writing and shall be signed by the Complainant. The Complainant shall state that the Complainant believes the charges to be true, and shall be filed with the Chairperson of the BOFC. If a complaint is made in whole or in part upon information and belief, the source of such information and belief shall be stated, including the names and addresses of witnesses having knowledge. Such information, including names and addresses of witnesses may be embodied in a separate statement and filed with the charges. The charges shall identify the person complained about, specify the date and place of the alleged offense and specify the rule or other provision of law violated. Pending disposition of such charges, the BOFC or Fire Chief may suspend such subordinate.
3. Preliminary Investigation - Upon the filing of charges as above provided, the BOFC may then conduct a preliminary investigation. If, in the judgment of the BOFC the charges do not appear to come within the jurisdictional powers of the BOFC, the charges may be dismissed forthwith. The Complainant shall be notified of dismissal of charges within fifteen (15) days. The Village Attorney shall, upon request of the Chairperson, attend such meeting & advise the BOFC as to the procedures.
4. Notification of Suspension - A subordinate may be suspended for cause by the Chief or BOFC as a penalty. The Fire Chief shall file a report of such suspension with the BOFC immediately upon issuing the suspension. No hearing on such suspension shall be held unless requested by the suspended subordinate. A subordinate has fifteen (15) days from the date of notice of suspension to give notice to the BOFC of the subordinate's intent to appeal such suspension. If the subordinate suspended by the Fire Chief requests a hearing before the BOFC, the Fire Chief shall be required to file charges with the BOFC upon which such suspension was based.
5. Serving of Charges and Hearing - Following the filing of charges in any case, a copy thereof shall be served upon the person charged. The BOFC shall set

date for hearing not less than ten (10) days, not more than thirty (30) days, following service of charges. The hearing on the charges shall be public, the BOFC and the accused and the Complainant may be represented by an attorney and may compel the attendance of witnesses by subpoenas which shall be issued by the Chairperson of the BOFC on request and be served as are subpoena's under Chapter 885 of the State Statutes.

6. Pre-Hearing Conference - All hearings on the charges shall be public. No witnesses need to appear at the Pre-Hearing Conference. The following will take place at the Pre-Hearing Conference.
 - a. Procedural motions by the parties as to the improper completion of the form and other procedural matters may be made and shall be considered by the BOFC.
 - b. The BOFC will compare the Complaint and the Answer and attempt to obtain the stipulations as to matters about which the parties agree. Matters which are stipulated need not be proven by the parties at the hearing.
 - c. At the Pre-Hearing Conference, each party will provide the other party with a list of witnesses they intend to call to prove the allegations of the Complaint and Answer. Witnesses called merely to rebut the testimony of another witness need not be included on this list. Parties shall not be prevented from calling witnesses whose names are not included on the lists for good cause shown. The names of witnesses discovered after the lists are exchanged shall be provided to the opposing party within a reasonable time frame. Neither party will be required to call all of the witnesses listed on their witness lists.
 - d. Parties will provide each other with copies of or access to documents and other exhibits they intend to use at the Pre-Hearing Conference. Access to exhibits the parties decide to use after the Pre-Hearing Conference shall be provided within a reasonable time frame.
 - e. Date for the hearing of the Complaint will be set.
7. Hearing - At the hearing, the Complainant shall present testimony and evidence first. The Complainant or Complainant's attorney may question each witness. After each of the Complainant's witnesses testifies, the Respondent or the Respondent's attorney may cross-examine the witnesses. After all of the Complainant's witnesses testify, the Respondent may testify and call witnesses to testify. Witnesses shall be subject to cross-examination following their testimony. Members of the BOFC may question any witness at any time.

After all witnesses have testified, each party may present oral arguments to the BOFC. The Complainant shall speak first.

The BOFC may, in its discussion, modify the order of testimony or make such additional rules at each hearing as is deemed necessary for the conduct of the hearing.

8. Multiple Complaints - Separate complaints shall be made against each person involved in the alleged misconduct resulting from the same event. The complaints may be consolidated for hearing, but if either party requests a separate hearing on one or more of the complaints, the BOFC may allow the complaints to be heard separately.
9. Subpoenas - Pursuant to WI Statutes, witnesses may be subpoenaed by either party to attend a hearing on the complaint, and give testimony. The form of the subpoena shall be prepared by the requesting party, and shall be signed by the BOFC chairperson.
10. Testimony - Generally, any witness may testify regarding matters about which the witness has personal knowledge under usual administrative evidentiary procedure. Witnesses may be asked questions to test credibility.
11. Decision - After hearing all the evidence and the statements of the parties, the BOFC may retire into closed session(s) to deliberate, per SS 19.85(1). Within three (3) days of the close of the adjourned hearing, they shall produce and file with the secretary, a written decision including findings of fact, conclusions of law, and an order for penalties, if any, that shall be taken against the accused. If one or more commissioner(s) disagree with the majority opinion, that commissioner(s) may write and file a dissenting decision.
12. Action of the BOFC - If the BOFC determines that the charges are not sustained, the accused, if the person has been suspended, shall be immediately reinstated per Section 62.13. If the BOFC determines that the charges are sustained, the accused, by order of the BOFC, may be suspended, or reduced in rank, or suspended and reduced in rank, or removed from the department.
13. Findings - Findings, determinations, and orders shall be in writing and filed within three (3) days after the close of the hearing with the secretary of the BOFC.
14. Guidelines - The BOFC may create instructional guidelines for preparing and filing disciplinary complaints. These shall not be construed in a manner contrary to any statutory provision of the Wisconsin Statutes, including Section 62.13 or contrary to any provisions of these Bylaws.
15. Additional Rules - Further rules for the administration of this subsection may be made by the BOFC.
16. Appeal of the BOFC Decision - Any person suspended, reduced, suspended and reduced, or removed by the BOFC may appeal the order of the BOFC to the circuit court by serving written notice on the secretary of the BOFC within ten (10) days after the order is filed. Within five (5) days thereafter, the BOFC shall certify to the clerk of the circuit court, the record of the proceedings, including all documents, testimony and minutes. The action shall then be at issue and shall have precedence over any other cause of a different nature pending, in said court. The court shall, upon application of the accused or of the BOFC, fix a date of trial, which shall not be later than fifteen (15) days after such application, except by agreement.

The trial shall be by the court and upon the return of the BOFC, except that the court may require further return or the taking and return of further evidence by the BOFC. The question to be determined by the court shall be: Upon the evidence, is there just cause, as described in the State Statutes to sustain the charges against the accused? No costs shall be allowed by either party and the clerk's fees shall be paid by the Village. If the order of the BOFC is reversed, the accused shall be forthwith reinstated and entitled to pay as though in continuous service. If the order of the BOFC is sustained, it shall be final and conclusive.

17. Disciplinary Actions against the Chief- The above provisions, where applicable, shall also apply to disciplinary actions against the Chief. In addition, the BOFC may suspend a Chief pending disposition of charges.
18. Determination Standards - No subordinate may be suspended, reduced in rank, suspended and reduced in rank, or removed by the BOFC as previously mentioned above, based on charges filed by the BOFC, commissioner(s), an aggrieved person or the Chief, as mentioned above, unless the BOFC determines whether there is just cause, as described in this paragraph, to sustain the charges. In making its determination, the BOFC shall apply the following standards, to the extent applicable.
 - a. Whether the subordinate could reasonably be expected to have had knowledge of the probable consequences of the alleged conduct.
 - b. Whether the rule or order that the subordinate allegedly violated is reasonable.
 - c. Whether the Chief, before filing the charge against the subordinate, made a reasonable effort to discover whether the subordinate did in fact violate a rule or order.
 - d. Whether the effort described under subd.(c), was fair and objective.
 - e. Whether the Chief discovered substantial evidence that the subordinate violated the rule or order as described in the charges filed against the subordinate.
 - f. Whether the Chief is applying the rule or order, fairly and without discrimination against the subordinate.
 - g. Whether the proposed discipline reasonably relates to the seriousness of the alleged violation and to the subordinate's record of service with the department.



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MEMORANDUM

To: Board of Fire Commissioners
From: Kelsey McElroy-Anderson, Assistant Village Administrator
Re: Fire Chief Recruitment Process
Date: August 3, 2020

The Village Board voted on July 28, 2020 to hire a full-time Fire Chief to lead the Fire Department. The Board of Fire Commission now needs to approve a hiring process for this position as outlined in the by-laws. The pay range for the position, as approved by the Village Board, is \$91,321 to \$103,634. The job description is included in the packet.

Recruitment Process

When the Village hired the last Fire Chief in 2016 they used the following process:

1. First Interview
 - a. Interview with:
 - i. Fire Commissioners
 - ii. Director of Police Services
 - iii. Chief from another community (Elm Grove Fire Chief Bill Selzer)
 - iv. Assistant Village Administrator
 - v. Deputy Chiefs
2. Second Interview
 - a. Written Assessment
 - b. Community Tour led by Village staff
 - c. Station Tour led by Captains
 - d. Interview with:
 - i. Fire Commissioners
 - ii. Assistant Village Administrator
 - iii. Deputy Chiefs
 - iv. Village Administrator
 - v. Chief from another community (Elm Grove Fire Chief Bill Selzer)

I recommend using this same process.

Hiring Announcement

A proposed hiring announcement (short and long) is included in the packet for consideration.

Hiring Announcement

The Village of Sussex (population 11,200) is seeking its next Fire Chief to lead the Sussex Fire Department. The Fire Department has a proud history of providing fire and emergency medical services to the Sussex community and mutual aid to the surrounding areas since 1922. The Department is currently transitioning from committed and capable volunteers into a combination department staffed with full and part-time members. Throughout this transition period, the Village is proud to have received an ISO Class 2 rating and continue providing the highest level of Advanced Life Support (ALS) Paramedics and fully certified firefighters. In addition to EMS and fire suppression, the Sussex Fire Department also provides other services, not limited to: fire inspection, fire prevention, fire & life safety code compliance, and public education & outreach programs. The Fire Department has a combination of full time staff (7, including the Chief), part-time staff, and paid on call staff and has an annual operating budget of \$1.3 million. Currently the Department is authorized for two fulltime firefighter/paramedics and two part-time firefighter/paramedics per 24-hour shift. The 2021 budget includes a fulltime Lieutenant for each shift (three total). The approved long-term staffing plan includes annual budgetary increases through 2023 of \$100,000 with the goal of having one Lieutenant, three fulltime firefighter/paramedics, and one part-time firefighter/paramedic per shift.

The Fire Chief is appointed by the Fire Commission and reports to the Village Administrator and Fire Commission. Candidates should have a thorough knowledge of modern fire suppression techniques, prevention and emergency medical services principals, practices, techniques and equipment. Considerable knowledge of budget preparation and administration, personnel management, staff supervision, evaluation and professional development is highly desirable. Well-developed communication and customer service skills and a proven ability to collaborate, maintain a welcoming approach with the public, staff, the business community and elected officials. The ideal candidate will have a proven track record of collaboration and shared services with an outcome of saving money and improving services. The position requires a Bachelor's degree in fire science or closely related field and 10 years of Fire or Emergency Medical Service work experience, seven of which must be in a supervisory position. Qualified candidates will have and EMT-Basic and Fire Fighter II certification as well as a valid WI Driver's license. The successful candidate must maintain a response time of less than 45 minutes. The salary range is \$91,321 to \$103,634, DOQ. Apply online by September 7, 2020 at www.villagesussex.org/hiring. The Village is an equal opportunity employer.