



N64W23760 Main Street
Sussex, Wisconsin 53089
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AGENDA
VILLAGE OF SUSSEX
BOARD OF FIRE COMMISSIONERS
9:00 AM - TUESDAY, AUGUST 25, 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 August 5, 2020.
3. Consideration and possible action on personnel changes.
 - a. New hires
 - i. Mark Grade, Fulltime Firefighter/Paramedic
 - ii. Zachary Lehner, Firefighter/EMT
 - iii. Dominic Piscioti, Firefighter/EMT
 - b. Appointments
 - i. Andrew Heisler, Fulltime Lieutenant
 - ii. Benjamin Videkovich, Fulltime Firefighter/Paramedic
 - iii. Boyd Thew, Interim Fire Chief
 - c. Resignations
 - d. Personnel issues
4. Consideration and possible action on other items for discussion.
 - a. Fire Chief Interview Questions
5. Topics for future agendas.
6. 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
WEDNESDAY, AUGUST 5, 2020

Jeff Knollenberg called the meeting to order at 3:04 p.m.

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

Members Excused: John Schneider

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

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

A motion by Pfeil, seconded by Weber to approve the July 14, 2020 minutes as presented.
Motion carried 4-0.

Fire Chief Hiring Process

There was discussion about the hiring process in 2016 and the minimum job requirements.

A motion by Pfeil, seconded by Weber to approve the hiring process as outlined below and to adjust the response time requirement from 45 minutes to 30 minutes:

1. Minimum qualifications review
2. Candidate packet
3. Ranking: Complete if more than 10 qualified candidates
 - a. No names
 - b. Rank candidates
 - c. BOFC Meeting
 - d. Decide who to interview
4. First Round Interviews: 10 or less candidates at the Firehouse for 30 minutes
 - a. Greeter
 - b. Interview Participants: Panel Interview
 - i. Fire Commissioners (No Trustees)
 - ii. Director of Police Services
 - iii. Assistant Village Administrator
 - iv. Deputy Chiefs
 - c. Debrief with fulltime and all interview participants
5. Second Interview
 - a. Written assessment
 - b. Community Tour Led by Village Staff
 - c. Fire station tour (Fulltime Firefighter/Paramedics)
 - d. Interview Participants
 - i. Fire Commissioners (No Trustees)
 - ii. Director of Police Services
 - iii. Assistant Village Administrator

- iv. Deputy Chiefs
 - e. Village Administrator Meeting
 - f. Debrief with everyone involved
6. Compile rankings and vote

Motion carried 4-0.

Topics for Future Agendas

Trustee Zoellick wanted to make sure that the candidates will be informed about the Shared Services Study.

McElroy-Anderson provided an update on the fulltime hiring process. She is hopeful that the three candidates will be ready for BOFC approval in 2-3 weeks. At this meeting the BOFC could also review the interview questions.

Knollenberg stated that he would like to make Chief Thew's title as Interim Fire Chief official. McElroy-Anderson stated that the Commission can't vote on it today because the item wasn't on the agenda, but that she will put it on the next agenda for a formal vote.

A motion by Christianson, seconded by Weber, to adjourn the meeting at 4:34 p.m.

Motion carried 4-0.

Respectfully submitted,

Kelsey McElroy-Anderson
Assistant Village Administrator



Village of Sussex Fire Department
N63 W24335 Main Street
Sussex, Wisconsin 53089

Boyd Thew
Interim Fire Chief
262-246-5197
Fire Station - *Business*
262-246-5197
Fire Station - *FAX*
262-246-5196

August 25th 2020

To the Honorable
The Board of Fire Commissioners, Village of Sussex
N64W23760 Main Street
Sussex, WI 53089

Dear Commissioners:

I hereby nominate for Board of Fire Commission approval and appointment:

Mark Grade

To the Position of FULL-TIME FIREFIGHTER PARAMEDIC with the Sussex fire department.
This appointment is to fill newly created openings and will be effective August 25th 2020

Respectfully,

Boyd Thew

Boyd Thew
Interim Fire Chief



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August 25th, 2020

To the Honorable
The Board of Fire Commissioners, Village of Sussex
N64W23760 Main Street
Sussex, WI 53089

Dear Commissioners:

I hereby nominate for Board of Fire Commission approval and appointment:

Zachary Lehner

To the Position of PART-TIME FIREFIGHTER/ EMT with the Sussex fire department.
This appointment is to fill existing vacancies and will be effective August 25th 2020

Respectfully,

Boyd Thew

Boyd Thew
Interim Fire Chief



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August 25th, 2020

To the Honorable
The Board of Fire Commissioners, Village of Sussex
N64W23760 Main Street
Sussex, WI 53089

Dear Commissioners:

I hereby nominate for Board of Fire Commission approval and appointment:

Dominic Piscioti

To the Position of PART-TIME FIREFIGHTER/ EMT with the Sussex fire department.
This appointment is to fill existing vacancies and will be effective August 25th 2020

Respectfully,

Boyd Thew

Boyd Thew
Interim Fire Chief



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August 25th 2020

To the Honorable
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Dear Commissioners:

I hereby nominate for Board of Fire Commission approval and appointment:

Andrew Heisler

To the Position of FULL-TIME FIREFIGHTER PARAMEDIC with the Sussex fire department.
This appointment is to fill newly created openings and will be effective August 25th 2020

Respectfully,

Boyd Thew

Boyd Thew
Interim Fire Chief



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August 25th 2020

To the Honorable
The Board of Fire Commissioners, Village of Sussex
N64W23760 Main Street
Sussex, WI 53089

Dear Commissioners:

I hereby nominate for Board of Fire Commission approval and appointment:

Ben Videkovich

To the Position of FULL-TIME FIREFIGHTER PARAMEDIC with the Sussex fire department.
This appointment is to fill newly created openings and will be effective August 25th 2020

Respectfully,

Boyd Thew

Boyd Thew
Interim Fire Chief