



N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5200
FAX (262) 246-5222
Email: info@villagesussex.org
Website: www.villagesussex.org

AGENDA
VILLAGE OF SUSSEX
BOARD OF FIRE COMMISSIONERS
9:30 AM - THURSDAY, JANUARY 14, 2021
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 October 28, 2020.
3. Consideration and possible action on the Fire Chief's Report.
4. Consideration and possible action on personnel changes.
 - a. New hires
 - i. Daniel Cull, paid-on-call
 - b. Appointments
 - c. Resignations
 - i. Sean Murphy
 - ii. Dominic Pisciotti
 - d. Personnel issues
5. Consideration and possible action on other items for discussion.
 - a. Full-Time Lieutenant and Firefighter/Paramedic Hiring Process
6. Topics for future agendas.
7. Adjournment.

Jeff Knollenberg
Chairperson

Kelsey McElroy-Anderson
Assistant 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, OCTOBER 28, 2020

Jeff Knollenberg called the meeting to order at 3:30 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, Interim Chief Thew, Deputy Chief Ihlenfeld, Village Administrator Jeremy Smith, President Anthony LeDonne, Trustee Gregory Zoellick, Kristopher Grod.

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

A motion by Pfeil, seconded by Schneider to approve the minutes as presented for meetings held in 2020 on September 17, September 23, and September 30.

Motion carried 5-0

Personnel Changes

A motion by Schneider, seconded by Pfeil to appoint Kristopher Grod as the Fire Chief effective November 16, 2020.

Motion carried 5-0

A motion by Christianson, seconded by Pfeil to approve the following appointments: Brandon Brandemuehl as paid-on-call, Alex Mross as paid-on-call, Nicole Rosecky as Firefighter/Paramedic, and Alec Shafer as Firefighter/EMT.

Motion carried 5-0.

Topics for Future Agendas

The next Board of Fire Commission meeting will be in January. During this meeting the Commission will discuss the hiring process for the Lieutenant positions.

A motion by Pfeil, seconded by Schneider, to adjourn the meeting at 3:38 p.m.

Motion carried 5-0

Respectfully submitted,

Kelsey McElroy-Anderson
Assistant Village Administrator



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

Kristopher Grod
Fire Chief
Fire Station - *Business*
262-246-5235
Fire Station - *FAX*
262-246-5196

Date: January 7, 2021

To: Board of Fire Commissioners, Village of Sussex

From: Kristopher Grod, Fire Chief

RE: BOFC Fire Chief's Report January 2021

EMPLOYEE DEVELOPMENT

2020 SUSSEX FIRE DEPARTMENT TRAINING HOURS											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
323.15	372.31	203.13	237.99	254.02	209.52	97.26	114.75	289.92	168.99	123.50	48.5

(Table represents total training hours for ALL SFD staff)

DEPARTMENT NEWS

- Current In-station minimum staffing is 3 personnel (minimum of 2 EMT-Paramedics), most days staffing is 4 personnel.

CURRENT STAFF

SFD Personnel by Rank		SFD EMS Certifications	
Chief Officers	3	EMT-Basic	9
Lieutenants	2	EMT-Advanced	5
Firefighters	36	EMT-Paramedic	24
No Fire Certifications	1	No EMS Certifications	4
Total	42	Total	42

RESIGNATIONS FROM DEPARTMENT

- Sean Murphy and Dominic Piscioti

NEW REQUESTS FOR LEAVE OF ABSENCE

- None

RETURNED FROM LEAVE OF ABSENCE

- None

CURRENT MEMBERS ON LEAVE OF ABSENCE

- Frank D'Amico, Daniel Kinishi, Justin McMenamin, Jason Velazquez

NEW HIRE RECOMMENDATIONS

- Daniel Cull



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

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

January 14th 2021

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:

Daniel Cull

To the Position of PAID-ON-CALL FIREFIGHTER RECRUIT with the Sussex fire department.
This appointment is to fill the existing vacancies and will be effective February 1st 2021

Respectfully,

Boyd Thew

Boyd Thew
Deputy Chief



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

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

DATE: January 14th 2021

To the Honorable
The Board of Fire Commissioners, Village of Sussex
N64 W23760 Main Street
Sussex, WI 53089

I have received the following resignations:

Sean Murphy effective November 30th 2020

Dominic Piscioti Effective December 13th 2020

Respectfully,

Boyd Thew

Boyd Thew
Deputy Chief



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

Kristopher Grod
Fire Chief
Fire Station - Business
262-246-5235
Fire Station - FAX
262-246-5196

Date: December 15, 2020
To: Board of Fire Commissioners, Village of Sussex
From: Kristopher Grod, Fire Chief
RE: Hiring Process Timeline for Full-Time Lieutenant and Full-Time Firefighter/Paramedic Position

The 2020 Village of Sussex Budget had appropriated the funding to add three full-time Lieutenant positions in 2020 and three full-time Firefighter/Paramedics in 2021 to the current fire department staffing levels. In 2020, the Village hired one of the Lieutenants and two of the full-time Firefighter/Paramedics. The remaining three positions – two Lieutenants and one Firefighter/Paramedic – will need to be filled in 2021. These positions will be assigned to a 48/96-hour shift schedule and are part of the steps of achieving five person staffing levels by 2023.

Hiring Process Timeline for Full-Time Lieutenant

Recruitment and Letter of Intent: All internal department personnel (full-time, part-time and paid-on-call) applying for the position of Lieutenant shall submit a letter of intent along with a resume to the Fire Chief. Such resume must include educational and training experience, certifications or degrees received, and relative work experience. **Target Date: February 28, 2021**

- Minimum requirements for Lieutenant:
 - Five years of experience in the Fire Service or Emergency Medical Service field in an expanding leadership role, with a minimum of three years serving in the same department.
 - High school diploma, GED, or HSED. Associates Degree in a related field preferred.
 - Valid Driver's License with a good driving record
 - Firefighter 2 Certification (WTCS Board or IFSAC Accredited), Driver/Operator Pumper Certification (WTCS Board or IFSAC Accredited), Driver/Operator Aerial Certification (WTCS Board or IFSAC Accredited), Emergency Services Instructor 1 Certification (WTCS Board or IFSAC Accredited), and Fire Officer 1 Certification (WTCS Board or IFSAC Accredited).
 - Hazardous Materials Operations Certificate.
 - Current Paramedic license.
 - National Incident Management System (NIMS) Incident Command System (ICS) 100, 200, 300, 700, and 800 Certifications.

- Additional certifications specific to assigned responsibilities may be required.
- Preferred certifications include:
 - Certified Fire Inspector I (WTCS Board or IFSAC Accredited) within 18 months of appointment.

Panel Interview: Qualified candidates will be invited to participate in a structured oral interview with Village of Sussex Fire Chief, Assistant Village Administrator, and other Fire Service Professionals. **Target Date: March 12, 2021**

Practical Assessment Center: Qualified Lieutenant candidates will be invited to take the practical assessment center consisting of: incident management scenarios, personnel counseling scenarios, and public education or firefighter training scenarios. The Firefighter/Paramedic candidates would not complete this step. Additionally, we are no longer recommending the Fire Select test, which was used for the last Firefighter/Paramedic recruitment. **Target Date: March 26, 2021**

Fire Commission Candidate Interviews: Finalists will be scheduled for an interview with the Board of Fire Commission and Village Administrator. This will be an opportunity for the Commissioners to inform the Fire Chief if they have concerns with any of the candidates. The candidates will be asked to talk about their background and experience as a five-minute introduction. Based on feedback from the last recruitment, Kelsey will work with one of the Commissioners to develop a list of questions that can be asked if there is available time after the candidate completes the introduction. **Target Date: April 13, 2021**

Conditional Offer of Employment: Final Candidates will receive a conditional offer of employment. **Target Date: April 19, 2021**

Final Appointment by Board of Fire Commission: Target Date: May 3, 2021

Hiring Process Timeline for Full-Time Firefighter/Paramedic

Recruitment and Application: Job opening will be sent out via social media, professional organizations, and other sources used by the village. Application period will be open for 30-days. Anyone who submitted applications in the past will be asked if they wish to be considered in this recruitment. Completed applications will be screened for qualified candidates. Candidates who anticipate completing a required certification and/or the CPAT by the date of Board of Fire Commission appointment, which is anticipated to be in late May, will be considered. The CPAT is required within two years from the date of appointment. This requirement is waived for applicants who have worked full-time for a career department for at least five years. **Target Date: February 28, 2021**

- Minimum requirements for Full-time Firefighter/Paramedic:
 - 18 years of age or older.
 - High School Diploma, GED, or HSED
 - Valid Driver's License with a good driving record
 - Firefighter 2 Certification (WTCS Board or IFSAC Accredited).
 - Driver/Operator Pumper Certification (WTCS Board or IFSAC Accredited)
 - Hazardous Materials Operations Certificate.
 - Current Paramedic license.
 - National Incident Management System (NIMS) Incident Command System (ICS) 700 and 100 Certifications.
- Preferred certifications include:
 - Driver/Operator Aerial Certification (WTCS Board or IFSAC Accredited) or within 12 months of appointment.
 - Fire Inspector I Certification (WTCS Board or IFSAC Accredited) or within 18 months of appointment.
 - Emergency Services Instructor 1 Certification (WTCS Board or IFSAC Accredited) or within 24 months of appointment.

Panel Interview: Qualified candidates will be invited to participate in a structured oral interview with Village of Sussex Fire Chief, Assistant Village Administrator, and other Fire Service Professionals. **Target Date: March 12, 2021**

Fire Commission Candidate Interviews: Finalists will be scheduled for an interview with the Board of Fire Commission and Village Administrator. This will be an opportunity for the Commissioners to inform the Fire Chief if they have concerns with any of the candidates. The candidates will be asked to talk about their background and experience as a five-minute introduction. Based on feedback from the last recruitment, Kelsey will work with one of the Commissioners to develop a list of questions that can be asked if there is available time after the candidate completes the introduction. **Target Date: April 13, 2021**

Background Investigation: The top five candidates will complete a background investigation through Waukesha County Sheriff's Department. **Target Date: April 30, 2021**

Conditional Offer of Employment: Final Candidates will receive a conditional offer of employment Subject to successful completion of Background Investigation, Psychological, and Medical Examination. **Target Date: May 14, 2021**

- Psychological Examination Conducted by Dr. Craig Childs, Delafield, WI
- Medical Examination and Lifting Test Conducted by ProHealth Care Occupational Health Services

Final Appointment by Board of Fire Commission: Target Date: May 28, 2021