



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
10:00 AM - THURSDAY, MARCH 25, 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 a motion to convene into executive session under Wis. Stats. 19.85(1)(c) when considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility with respect to reviewing candidates for the position of fulltime Firefighter/Paramedic.
3. Consideration and possible action in open session on items requiring action arising out of the executive session.
4. Consideration and possible action on minutes of the Board of Fire Commissioners meeting held on January 14, 2021.
5. Consideration and possible action on the Fire Chief's Report.
6. Consideration and possible action on personnel changes.
 - a. New hires
 - i. Taylor Zeker, Firefighter/EMT
 - b. Appointments
 - i. Promotion of Mark Grade to Fulltime Lieutenant
 - c. Resignations
 - i. Frank D'Amico (Effective March 31, 2021)
 - ii. Michael Dziewit
 - iii. Jason Velazquez
 - iv. Brad Turowski
 - v. Justin Mcmenamin
 - vi. Amy Book
 - vii. Garret Schaefer
 - viii. William Lawton

d. Personnel issues

7. Consideration and possible action on other items for discussion.
8. Topics for future agendas.
 - a. Commission Elections (Chair, Vice Chair, and Secretary)
9. 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
THURSDAY, JANUARY 14, 2021

Jeff Knollenberg called the meeting to order at 9:35 a.m.

Members Present: Jeff Knollenberg, Andrea Weber, Ray Christianson, and John Schneider.

Members Excused: Trustee Lee Uecker

Others Present: Assistant Village Administrator Kelsey McElroy-Anderson and Fire Chief Kristopher Grod.

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

Chair Knollenberg started the meeting by thanking Commission Bob Pfeil for his 20+ years of service on the Board of Fire Commission. Commission Pfeil resigned in December and President LeDonne is currently accepting applications for the vacant seat.

A motion by Weber, seconded by Schneider, to approve the minutes as presented for the meeting held on October 28, 2020. Motion carried 4-0

Fire Chief Report

Chief Grod summarized the report in the meeting packet.

Personnel Changes

New Hires: Daniel Cull (Paid-on-Call)

Resignations: Sean Murphy and Dominic Piscioti

A motion by Schneider, seconded by Christianson, to authorize the new hire and acknowledge the resignations. Motion carried 4-0.

Fulltime Lieutenant and Firefighter/Paramedic Hiring Process

Chief Grod summarized the memo in the meeting packet. Chair Knollenberg stated that he would like to define internal as current fulltime employees in the Department because the hiring process for fulltime is different from part-time. He also stated that the Sussex Fire Department is the top priority for the fulltime employees whereas the part-time employees have other obligations. Member Schneider also wanted to limit the Lieutenant hiring to existing fulltime employees to speed up the hiring process. He stated that the Lieutenant candidates would not need to meet with the BOFC again, which would expedite the process. Chief Grod stated that he's willing to do whatever the BOFC prefers. Ms. McElroy-Anderson stated that the part-time employees have the same job description and serve in the same capacity for the organization, albeit less hours. She also expressed concerns that the hiring pool would be significantly smaller. Additional discussion followed.

A motion by Schneider, seconded by Knollenberg to approve the hiring process outlined by Chief Grod in the memo with the following changes: internal will be defined as current fulltime employees in the Fire Department and remove the BOFC meeting for the Lieutenant hiring process.

Motion carried 4-0.

Topics for Future Agendas

None

A motion by Weber, seconded by Christianson, to adjourn the meeting at 10:48 a.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

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

Date: March 11, 2021

To: Board of Fire Commissioners, Village of Sussex

From: Kristopher Grod, Fire Chief

RE: BOFC Fire Chief's Report March 2021

EMPLOYEE DEVELOPMENT

2021 SUSSEX FIRE DEPARTMENT TRAINING HOURS											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
278:30	287:30										

(Table represents total training hours for ALL SFD staff)

DEPARTMENT NEWS

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

CURRENT STAFF

SFD Personnel by Rank		SFD EMS Certifications	
Chief Officers	3	EMT-Basic	10
Lieutenants	2	EMT-Advanced	4
Firefighters	30	EMT-Paramedic	20
No Fire Certifications	2	No EMS Certifications	3
Total	37	Total	37

RESIGNATIONS FROM DEPARTMENT

Deputy Chief Thew reached out to several Fire Department members who haven't been active for an extended period of time to ask if they wish to continue their employment with the Village. Many of the resignations are a result of that outreach and our attempt to clear the roster of those who are no longer working shifts or interested in continuing employment.

- Michael Dziewit, William Lawton, Jason Velazquez, Brad Turowski, Justin McMenamin, Amy Book, Garret Schafer

RETIREMENTS FROM DEPARTMENT

- Frank D'Amico

RETURNED FROM LEAVE OF ABSENCE

- None

CURRENT MEMBERS ON LEAVE OF ABSENCE

- Daniel Kinishi

NEW HIRE RECOMMENDATIONS

- Taylor Zeker



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

March 16, 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:

Taylor Zeker

To the Position of PART-TIME FIREFIGHTER/ EMT with the Sussex fire department.
This appointment is to fill existing vacancies and will be effective March 25, 2021.

Respectfully,

Kristopher Grod
Fire 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

March 16, 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:

Mark Grade

To the Position of FULL-TIME LIEUTENANT with the Sussex fire department.
This appointment is to fill existing vacancies and will be effective March 25, 2021.

Respectfully,

Kristopher Grod
Fire Chief