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AGENDA
VILLAGE OF SUSSEX
BOARD OF FIRE COMMISSIONERS
12:30 PM - THURSDAY, MAY 20, 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 March 25, 2021.
3. Consideration and possible action on the Fire Chief's Report.
4. Consideration and possible action on personnel changes.
 - a. New hires
 - b. Appointments
 - i. Michael Peterson, Fulltime Firefighter/Paramedic
 - ii. Ashton Bonville, Fulltime Firefighter/Paramedic
 - c. Resignations
 - i. Courtney Bauer (effective June 1, 2021)
 - ii. Kendra Krueger (effective May 31, 2021)
 - d. Personnel issues
5. Consideration and possible action on other items for discussion.
 - a. Election of Officers – Chairperson, Vice-Chairperson, and Secretary
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
THURSDAY, MARCH 25, 2021

Jeff Knollenberg called the meeting to order at 10:05 a.m.

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

Executive Session

Knollenberg stated that the Commission would now consider a motion to convene into executive session under 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.

Motion by Schneider, seconded by Christianson to convene into executive session. A roll call vote was taken. Motion carried 4-0

The Board of Fire Commission went into closed executive session at 10:07 a.m.

Motion by Weber, seconded by Schneider to go back into open session. Motion carried 4-0

The Board of Fire Commission went back into open session at 11:32 a.m.

Minutes

A motion by Schneider, seconded by Weber, to approve the minutes as presented for the meeting held on January 14, 2021. Motion carried 4-0

Fire Chief Report

Chief Grod summarized the report in the meeting packet.

Personnel Changes

- a. New hires
 - a. Taylor Zeker, Firefighter/EMT
- b. Appointments
 - a. Promotion of Mark Grade to Fulltime Lieutenant
- c. Resignations
 - a. Frank D'Amico (Effective March 31, 2021)
 - b. Michael Dziewit
 - c. Jason Velazquez
 - d. Brad Turowski
 - e. Justin Mcmenamin
 - f. Amy Book

- g. Garret Schaefer
- h. William Lawton

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

Topics for Future Agendas

The Commission elections will be held at the next meeting for the positions of Chair, Vice Chair, and Secretary.

A motion by Schneider, seconded by Christianson, to adjourn the meeting at 12:08 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

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

Date: May 11, 2021

To: Board of Fire Commissioners, Village of Sussex

From: Kristopher Grod, Fire Chief

RE: BOFC Fire Chief's Report May 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	209:49	71:30								

(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	3
Firefighters	29	EMT-Paramedic	20
No Fire Certifications	2	No EMS Certifications	3
Total	36	Total	36

RESIGNATIONS FROM DEPARTMENT

- Courtney Bauer (effective June 1, 2021)
- Kendra Krueger (effective May 31, 2021)

RETURNED FROM LEAVE OF ABSENCE

- None

CURRENT MEMBERS ON LEAVE OF ABSENCE

- Daniel Kinishi, Taylor Stark, and Zach Brandmeier

NEW HIRE RECOMMENDATIONS

- None