



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

**AGENDA**  
**VILLAGE OF SUSSEX**  
**BOARD OF FIRE COMMISSIONERS**  
**9:30 AM – SEPTEMBER 23, 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 May 20, 2021.
3. Consideration and possible action on the Fire Chief's Report.
4. Consideration and possible action on personnel changes.
  - a. New hires
    - i. Fulltime Hiring Process Update
  - b. Appointments
    - i. Abigayle Mealey, Paid on Call
    - ii. Michael Simonis, Paid on Call
  - c. Resignations
    - i. Bryant Gottwein (effective July 1, 2021)
  - d. Personnel issues
5. Consideration and possible action on other items for discussion.
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, MAY 20, 2021

Jeff Knollenberg called the meeting to order at 12:35 p.m.

Members Present: Jeff Knollenberg, Andrea Weber, Ray Christianson, Andrew Wilson, and Trustee Lee Uecker.

Members Excused: John Schneider

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.

**Minutes**

A motion by Weber, seconded by Wilson, to approve the minutes as presented for the meeting held on March 25, 2021. Motion carried 4-0

**Fire Chief Report**

Chief Grod summarized the report in the meeting packet.

**Personnel Changes**

- a. New hires
- b. Appointments
  - a. Michael Peterson, Fulltime Firefighter/Paramedic
  - b. Ashton Bonville, Fulltime Firefighter/Paramedic
- c. Resignations
  - a. Courtney Bauer (effective June 1, 2021)
  - b. Kendra Krueger (effective May 31, 2021)

A motion by Wilson, seconded by Weber, to authorize the appointments and to acknowledge the resignations as presented. Motion carried 4-0

**Election of Officers**

A motion by Weber, seconded by Wilson to appoint Jeff Knollenberg as the BOFC Chairperson. Motion carried 4-0.

A motion by Knollenberg, seconded by Wilson to appoint Andrea Weber as the BOFC Vice-Chairperson. Motion carried 4-0.

A motion by Weber, seconded by Knollenberg to appoint John Schneider as the BOFC Secretary. Motion carried 4-0.

**Topics for Future Agendas**

None

A motion by Weber, seconded by Christianson, to adjourn the meeting at 12:54 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: September 14, 2021**

**To: Board of Fire Commissioners, Village of Sussex**

**From: Kristopher Grod, Fire Chief**

**RE: BOFC Fire Chief's Report September 2021**

**EMPLOYEE DEVELOPMENT**

<b>2021 SUSSEX FIRE DEPARTMENT TRAINING HOURS</b>											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
278:30	287:30	195:49	115:30	332:15	368:39	198:00	185:00				

*(Table represents total training hours for ALL SFD staff)*

**DEPARTMENT NEWS**

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

**CURRENT STAFF**

<b>SFD Personnel by Rank</b>	
Chief	1
Deputy Chief	2
Lieutenant	3
Firefighter	27
Recruit	2
<b>Total Members</b>	<b>35</b>

<b>SFD Certifications</b>		
<b>Certification Name</b>	<b>Members Certified</b>	<b>Percentage of Members Certified To That Level</b>
Firefighter I	33	94%
Firefighter II	27	77%
Driver/Operator - Pumper	27	77%
Driver/Operator - Aerial	15	43%
Emergency Services Instructor I	14	40%
Emergency Services Instructor II	1	3%

<b>Certification Name</b>	<b>Members Certified</b>	<b>Percentage of Members Certified To That Level</b>
Fire Officer I	18	51%
Fire Officer II	3	9%
Fire Inspector	15	43%
No Fire Certifications	2	6%
EMT-BASIC	9	26%
EMT-Advanced	3	9%
EMT-Paramedic	16	46%
Critical Care Paramedic	5	14%
No EMS Certifications	2	6%
ICS 100	34	97%
ICS 200	29	83%
ICS 300	13	37%
ICS 400	8	23%
ICS 700	34	97%
ICS 800	12	34%

**RESIGNATIONS FROM DEPARTMENT**

- Bryant Gottwein (effective July 2021)

**RETURNED FROM LEAVE OF ABSENCE**

- Daniel Kinishi

**CURRENT MEMBERS ON LEAVE OF ABSENCE**

- Taylor Stark and Zach Brandmeier

**NEW HIRE RECOMMENDATIONS**

- Abigayle Mealey
- Mike Simonis



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Fire Chief  
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September 13, 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:

**Abigayle Mealey**

To the Position of PAID-ON-CALL EMT with the Sussex fire department. This appointment is to fill existing vacancies and will be effective September 23, 2021.

Respectfully,

Kristopher Grod  
Fire Chief



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September 13, 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:

**Michael Simonis**

To the Position of PAID-ON-CALL EMT with the Sussex fire department. This appointment is to fill existing vacancies and will be effective September 23, 2021.

Respectfully,

Kristopher Grod  
Fire Chief