

MINUTES  
VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN  
BOARD OF FIRE COMMISSIONERS  
THURSDAY, SEPTEMBER 23, 2021

Jeff Knollenberg called the meeting to order at 9:32 a.m.

Members Present: Jeff Knollenberg, Andrea Weber, Ray Christianson, Andrew Wilson, 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.

**Minutes**

A motion by Weber, seconded by Wilson, to approve the minutes as presented for the meeting held on May 20, 2021. Motion carried 4-0

**Fire Chief Report**

Chief Grod summarized the report in the meeting packet.

Member John Schneider joined the meeting at 9:39 a.m.

**Fulltime Hiring Process Update**

Chief Grod stated that there were only two applicants for the most recent fulltime Firefighter/Paramedic recruitment. He then outlined the marketing plan for the next recruitment and requested that the BOFC remove the CPAT requirement from the position. There was then discussion about removing the requirement for the CPAT as recommended by Chief Grod and about the job posting. There was consensus to make the following changes to the job post and to post immediately: list the current pay rate, simplify the job posting, list the number of openings, list the call numbers, and link to the department website. There was also consensus to make the CPAT preferred and no longer required. Those with the CPAT should receive additional points as part of the evaluation process.

A motion by Knollenberg, seconded by Wilson, to change the CPAT from required to preferred effectively immediately for fulltime positions. Motion carried 5-0

**Personnel Changes**

- a. New hires
  - a. Abigayle Mealey, Paid on Call
  - b. Michael Simonis, Paid on Call
  - c. Nick Thuman, Fulltime Firefighter/Paramedic
- b. Appointments
  - a. Nicole Rosecky, Fulltime Firefighter/Paramedic
- c. Resignations
  - a. Rick Guerra, Fulltime Firefighter/Paramedic
  - b. Bryant Gottwein, Part-Time

A motion by Schneider, seconded by Weber, to authorize the new hires and appointments and to

acknowledge the resignations as presented.

Motion carried 5-0

**Topics for Future Agendas**

Commissioner Weber asked if there has been interest in hosting a Sussex job fair in the past. Ms. McElroy-Anderson said she would reach out to the Chamber as this would be a great event to partner with them on. Commissioner Schneider asked about the promotional process. Chief Grod stated that this would come to the BOFC later this year for approval.

A motion by Knollenberg, seconded by Schneider, to adjourn the meeting at 11:16 p.m.

Motion carried 5-0

Respectfully submitted,

Kelsey McElroy-Anderson  
Assistant Village Administrator