



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
11:00 AM – DECEMBER 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 September 23, 2021.
3. Consideration and possible action on the Fire Chief's Report.
4. Consideration and possible action on personnel changes.
 - a. New hires
 - i. Nicholas Ruiz, Part-Time Firefighter/EMT
 - ii. Savannah Waller, Part-Time Firefighter/EMT
 - b. Appointments
 - c. Resignations
 - i. Ben Videkovich (effective December 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, 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



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 3, 2021

To: Board of Fire Commissioners, Village of Sussex

From: Kristopher Grod, Fire Chief

RE: BOFC Fire Chief's Report December 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	195:49	115:30	332:15	386:39	228:00	219:00	104:00	301:08	235:49	

(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

SFD Personnel by Rank	
Chief	1
Deputy Chief	2
Lieutenant	3
Firefighter	29
Recruit	4
Total Members	39

SFD Certifications		
Certification Name	Members Certified	Percentage of Members Certified To That Level
Firefighter I	35	90%
Firefighter II	28	72%
Driver/Operator - Pumper	27	69%
Driver/Operator - Aerial	20	51%
Emergency Services Instructor I	13	33%
Emergency Services Instructor II	1	3%

Certification Name	Members Certified	Percentage of Members Certified To That Level
Fire Officer I	17	44%
Fire Officer II	3	8%
Fire Inspector	14	36%
No Fire Certifications	4	10%
EMT-BASIC	12	31%
EMT-Advanced	4	10%
EMT-Paramedic	16	41%
Critical Care Paramedic	5	13%
No EMS Certifications	2	5%
ICS 100	38	97%
ICS 200	29	74%
ICS 300	13	33%
ICS 400	8	21%
ICS 700	38	97%
ICS 800	13	33%

RESIGNATIONS FROM DEPARTMENT

- Ben Videkovich (effective 12/1/21)

RETURNED FROM LEAVE OF ABSENCE

- None

CURRENT MEMBERS ON LEAVE OF ABSENCE

- Taylor Stark, Zach Brandmeier, Dan Karinen

NEW HIRE RECOMMENDATIONS

- Savannah Waller
- Nicholas Ruiz

FULL-TIME FIREFIGHTER/PARAMEDIC HIRING PROCESS

We had a total of eight applicants for our latest recruitment process. We conducted interviews with seven of these individuals, we will be moving on to the Waukesha County background check with some of these individuals as the next step in our process.



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Sussex, Wisconsin 53089

Kristopher Grod
Fire Chief
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December 6, 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:

Nicholas Ruiz

To the Position of PART-TIME FIREFIGHTER/ AEMT with the Sussex fire department. This appointment is to fill existing vacancies and will be effective December 14, 2021.

Respectfully,

Kristopher Grod
Fire Chief



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N63 W24335 Main Street
Sussex, Wisconsin 53089

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Fire Chief
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December 6, 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:

Savannah Waller

To the Position of PART-TIME FIREFIGHTER/ EMT with the Sussex fire department. This appointment is to fill existing vacancies and will be effective December 14, 2021.

Respectfully,

Kristopher Grod
Fire Chief