



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
10:30 AM – MARCH 31, 2022
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. Interview with Fulltime Firefighter/Paramedic Candidate
3. Consideration and possible action on minutes of the Board of Fire Commissioners meeting held on December 14, 2021.
4. Consideration and possible action on the Fire Chief's Report
5. Consideration and possible action on personnel changes
 - a. New hires
 - i. Cesar Cervantes, Paid-on-call
 - ii. Caitlin Roucka, Part-Time
 - b. Appointments
 - c. Resignations
 - i. Matt Mangini (effective February 2, 2022)
 - ii. Zach Lehner (effective February 20, 2022)
 - iii. Nick Ruiz (effective March 6, 2022)
 - d. Personnel issues
6. Fulltime Firefighter/Paramedic Hiring Process
7. Lieutenant Hiring and/or Promotional Process
8. Consideration and possible action on other items for discussion
9. Topics for future agendas
10. 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
TUESDAY, DECEMBER 14, 2021

Jeff Knollenberg called the meeting to order at 11:04 a.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 September 23, 2021. Motion carried 4-0

Fire Chief Report

Chief Grod summarized the report in the meeting packet.

Personnel Changes

- a. New hires
 - a. Nicholas Ruiz, Part-Time Firefighter/EMT
 - b. Savannah Waller, Part-Time Firefighter/EMT
- b. Appointments
- c. Resignations
 - a. Ben Videkovich (effective December 1, 2021)

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

Topics for Future Agendas

- Lieutenant hiring/promotional process

A motion by Wilson, seconded by Christianson, to adjourn the meeting at 11:48 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 23, 2022
To: Board of Fire Commissioners, Village of Sussex
From: Kristopher Grod, Fire Chief
RE: BOFC Fire Chief's Report March 2022

EMPLOYEE DEVELOPMENT

2021 SUSSEX FIRE DEPARTMENT TRAINING HOURS											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
144.0	168.5										

(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	28
Recruit	4
Total Members	38

SFD Certifications		
Certification Name	Members Certified	Percentage of Members Certified To That Level
Firefighter I	34	89%
Firefighter II	26	68%
Driver/Operator - Pumper	25	66%
Driver/Operator - Aerial	20	53%
Emergency Services Instructor I	12	32%
Emergency Services Instructor II	1	3%

Certification Name	Members Certified	Percentage of Members Certified To That Level
Fire Officer I	15	39%
Fire Officer II	3	8%
Fire Inspector	13	34%
No Fire Certifications	4	11%
EMT-BASIC	13	34%
EMT-Advanced	3	8%
EMT-Paramedic	15	39%
Critical Care Paramedic	5	13%
No EMS Certifications	2	5%
ICS 100	36	95%
ICS 200	27	71%
ICS 300	12	32%
ICS 400	7	18%
ICS 700	36	35%
ICS 800	11	29%

RESIGNATIONS FROM DEPARTMENT

- Matt Mangini (effective February 2, 2022)
- Zach Lehner (effective February 20, 2022)
- Nick Ruiz (effective March 6, 2022)

RETURNED FROM LEAVE OF ABSENCE

- None

CURRENT MEMBERS ON LEAVE OF ABSENCE

- Taylor Stark, Zach Brandmeier, Dan Karinen, Elliott Knapp

NEW HIRE RECOMMENDATIONS

- Cesar Cervantes - Paid-on-call
- Caitlin Roucka, Part-Time



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 23, 2022

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:

Cesar Cervantes

To the Position of PAID-ON-CALL EMT with the Sussex fire department. This appointment is to fill existing vacancies and will be effective March 31, 2022.

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 23, 2022

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:

Caitlin Roucka

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 31, 2022.

Respectfully,

Kristopher Grod
Fire Chief