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AGENDA
VILLAGE OF SUSSEX
BOARD OF FIRE COMMISSIONERS
2:00 PM – MAY 17, 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 Candidates
 - a. Colin Driscoll
 - b. Charles Chambliss
 - c. Karlee Tessmer
3. Consideration and possible action on minutes of the Board of Fire Commissioners meeting held on March 31, 2022.
4. Consideration and possible action on personnel changes
 - a. New hires
 - i. Chloe Miller, Paid-on-call
 - ii. Forest Rodman, Part-Time
 - b. Appointments
 - i. Taylor Wolff, Fulltime Firefighter/Paramedic
 - c. Resignations
 - i. Savannah Waller (effective April 25, 2022)
 - 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 31, 2022

Jeff Knollenberg called the meeting to order at 10:31 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.

Fulltime Firefighter/Paramedic

The Commission interviewed a candidate for a fulltime Firefighter/Paramedic position.

Minutes

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

Fire Chief Report

Chief Grod summarized the report in the meeting packet.

Personnel Changes

- a. New hires
 - a. Cesar Cervantes, Paid-on-call
 - b. Caitlin Roucka, Part-Time
- b. Appointments
- c. Resignations
 - a. Matt Mangini (effective February 2, 2022)
 - b. Zach Lehner (effective February 20, 2022)
 - c. Nick Ruiz (effective March 6, 2022)
- d. Personnel issues

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

Fulltime Firefighter/Paramedic Hiring Process

Commissioner Wilson asked that the recruiting timeline be extended by a week to allow for a month application period. Commissioner Knollenberg would like the bi-weekly or annual pay to be listed. Commissioner Weber agreed that the annual pay would be helpful. Commissioner Wilson noted that the license requirements should be reviewed to consider out of state candidates. There was consensus to post the position as soon as possible with the above changes.

There was consensus that internal candidates may be considered for fulltime positions on a rolling basis moving forward. Chief Grod will outline a process and share it with his employees. The

process will include submission of an application, resume, and cover letter as well as a meeting with the Board of Fire Commission.

Lieutenant Hiring and/or Promotional Process

There was consensus from the Commissioners to hold off on the Lieutenant process until after the fulltime Firefighter/Paramedic recruitment is complete. The Commission would like to review the entire Lieutenant promotional process at the next meeting.

Topics for Future Agendas

Commissioner Knollenberg stated that the next meeting will include an agenda item to appoint the Chair, Vice Chair, and Secretary.

A motion by Weber, seconded by Christianson, to adjourn the meeting at 12:23 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

May 9, 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:

Chloe Miller

To the Position of PAID-ON-CALL EMT with the Sussex fire department. This appointment is to fill existing vacancies and will be effective May 17, 2022.

Respectfully,

Kristopher Grod
Fire Chief



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May 9, 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:

Forest Rodman

To the Position of PART-TIME FIREFIGHTER/PARAMEDIC with the Sussex fire department.
This appointment is to fill existing vacancies and will be effective May 17,2022.

Respectfully,

Kristopher Grod
Fire Chief



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May 9, 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:

Taylor Wolff

To the Position of FULL-TIME FIREFIGHTER/ PARAMEDIC with the Sussex fire department.
This appointment is to fill existing vacancies and will be effective May 17, 2022.

Respectfully,

Kristopher Grod
Fire Chief