

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