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Sussex, Wisconsin 53089
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AGENDA
VILLAGE OF SUSSEX
BOARD OF FIRE COMMISSIONERS
1:00 PM – SEPTEMBER 20, 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. Consideration and possible action on minutes of the Board of Fire Commissioners meeting held on August 5, 2022.
3. Consideration and possible action on the Fire Chief's Report
4. Consideration and possible action on personnel changes
 - a. New hires
 - b. Appointments
 - i. Ashton Bonville, Fulltime Lieutenant
 - c. Resignations
 - d. Personnel issues
5. Consideration and possible action on other items for discussion
 - a. Lieutenant Eligibility List
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
FRIDAY, AUGUST 5, 2022

Jeff Knollenberg called the meeting to order at 11:00 p.m.

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

Members Excused: Trustee Lee Uecker

Others Present: Village President Anthony LeDonne, 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 Wilson, seconded by Weber, to approve the minutes as presented for the meeting held on May 17, 2022. Motion carried 5-0

Personnel Changes

- a. New hires
- b. Appointments
- c. Resignations
 - a. Daniel Kinishi: Part-Time (effective June 24, 2022)
 - b. Michael Peterson: Resigned from fulltime but plans to remain on the department part-time (effective August 17, 2022)
- d. Personnel issues

A motion by Schneider, seconded by Weber, to acknowledge the resignations as presented Motion carried 5-0

Fulltime Lieutenant Promotional Process and Fulltime Firefighter/Paramedic Hiring

Chief Grod presented his recommendation for the Lieutenant promotional process and the fulltime Firefighter/Paramedic hiring processes as outlined in the memo included in the packet. Discussion followed. Chief Grod clarified that any fulltime Firefighter/Paramedic would be eligible to participate in the promotional process, they just wouldn't be appointed to the position until they met all minimum qualifications. Chief Grod would like to keep the eligibility list active for one year. Commissioner Knollenberg expressed reservations about changing the Driver/Operator – Pumper certification from required at time of hire to required within one year of appointment. Discussion followed about this change. Chief Grod stated that he discussed this change with the Union Steward and no concerns were raised from a union perspective. Commissioner Schneider expressed concerns about the Driver/Operator – Aerial being a preferred and not required certification. He would like this to be required within 18 months of employment. Ms. McElroy explained that this change has not been discussed with the Union so we would like to wait to implement that until we've had a chance to discuss it with them. Chief Grod will discuss this change with the Union Steward with the goal of implementing for the next recruitment.

A motion by Wilson, seconded by Christianson to approve the fulltime Lieutenant promotional

process and fulltime Firefighter/Paramedic process as proposed by Chief Grod, including changing the Driver/Operator – Pumper from required at time of hire to required within one year of appointment.

Motion carried 5-0.

Topics for Future Agendas

None

A motion by Schneider, seconded by Wilson, to adjourn the meeting at 1:02 p.m.

Motion carried 5-0

Respectfully submitted,

Kelsey McElroy-Anderson
Assistant Village Administrator

DRAFT



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: September 15, 2022

To: Board of Fire Commissioners, Village of Sussex

From: Kristopher Grod, Fire Chief

RE: BOFC Fire Chief's Report September 2022

EMPLOYEE DEVELOPMENT

2022 SUSSEX FIRE DEPARTMENT TRAINING HOURS											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
144.0	168.5	152.0	176.0	163.5	140.5	192.0	180.5				

(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	25
Recruit	5
Total Members	36

SFD Certifications		
Certification Name	Members Certified	Percentage of Members Certified to That Level
Firefighter I	31	86%
Firefighter II	26	72%
Driver/Operator - Pumper	25	69%
Driver/Operator - Aerial	19	53%
Emergency Services Instructor I	12	33%
Emergency Services Instructor II	1	3%

Certification Name	Members Certified	Percentage of Members Certified to That Level
Fire Officer I	15	42%
Fire Officer II	2	5%
Fire Inspector	14	39%
No Fire Certifications	5	14%
EMT-BASIC	12	33%
EMT-Advanced	3	8%
EMT-Paramedic	14	39%
Critical Care Paramedic	5	14%
No EMS Certifications	2	5%
ICS 100	36	100%
ICS 200	26	72%
ICS 300	11	30%
ICS 400	6	17%
ICS 700	36	100%
ICS 800	9	25%

RESIGNATIONS FROM DEPARTMENT

- Chris Pierce

RETURNED FROM LEAVE OF ABSENCE

- None

CURRENT MEMBERS ON LEAVE OF ABSENCE

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

NEW HIRE RECOMMENDATIONS

- None



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September 15, 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:

Ashton Bonville

To the Position of FULL-TIME LIEUTENANT with the Sussex fire department. This appointment is to fill existing vacancies and will be effective October 1, 2022.

Respectfully,

Kristopher Grod
Fire Chief



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September 15, 2022

To the Honorable
The Board of Fire Commissioners, Village of Sussex
N64W23760 Main Street
Sussex, WI 53089

Dear Commissioners:

The following is a Final Eligibility List for the position of Lieutenant in the Sussex Fire Department as the result of the assessment center conducted on Thursday, September 8, 2022.

- 1. Nick Thumann**
- 2. Taylor Wolff**

To be considered for appointment to the position of Lieutenant candidates must meet all the minimum requirements described in the internal posting at the time of appointment. This list is to be in effect until September 1, 2023.

Respectfully,

Kristopher Grod
Fire Chief