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**AGENDA**  
**VILLAGE OF SUSSEX**  
**BOARD OF FIRE COMMISSIONERS**  
**2:30 PM – APRIL 4, 2023**  
**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 January 24, 2023.
3. Meet and Greet with Fulltime Firefighter/Paramedic Candidates
4. Consideration and possible action on the Fire Chief's Report
5. Consideration and possible action on personnel changes
  - a. New hires
    - i. Zachary Fehl, Fulltime Firefighter/Paramedic
    - ii. Chloe Miller, Fulltime Firefighter/Paramedic
    - iii. Alec Shafer, Fulltime Firefighter/Paramedic
  - b. Appointments
  - c. Resignations
    - i. Mark Grade
  - d. Personnel issues
6. Consideration and possible action on other items for discussion
7. Consideration and possible action on other items for discussion
  - a. Election of Officers – Chairperson, Vice-Chairperson, and Secretary
8. Topics for future agendas
9. Adjournment

Jeff Knollenberg  
Chairperson

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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, JANUARY 24, 2023

Jeff Knollenberg called the meeting to order at 9:02 a.m.

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

Members Excused: None

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 Wilson, seconded by Weber, to approve the minutes as presented for the meeting held on November 22, 2022. Motion carried 5-0

**Fire Chief Report**

Chief Grod summarized the report in the meeting packet.

**Personnel Changes**

- a. New hires
  - a. Matthew Travis, Fulltime Firefighter/Paramedic
- b. Appointments
- c. Resignations
  - a. Daniel Cull, Paid-on-Call
  - b. Taylor Stark, Part-Time
  - c. Abby Mealey, Paid-on-Call
- d. Personnel issues

A motion by Schneider, seconded by Christianson, to authorize the new hires and to acknowledge the resignations as presented.

Motion carried 5-0

**Fulltime Firefighter/Paramedic Hiring Process Changes**

A motion by Weber, seconded by Wilson, to approve the changes to the hiring process as presented.

Motion carried 5-0

**BOFC By-Laws Update**

A motion by Wilson, seconded by Christianson, to approve the By-Laws as presented.

Motion carried 5-0

**Topics for Future Agendas**

None

A motion by Wilson, seconded by Christianson, to adjourn the meeting at 9:52 a.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: March 28, 2023**

**To: Board of Fire Commissioners, Village of Sussex**

**From: Kristopher Grod, Fire Chief**

**RE: BOFC Fire Chief's Report March 2023**

**EMPLOYEE DEVELOPMENT**

<b>2022 SUSSEX FIRE DEPARTMENT TRAINING HOURS</b>											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
144.0	140.5										

*(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**

<b>SFD Personnel by Rank</b>	
Chief	1
Deputy Chief	2
Lieutenant	3
Firefighter	25
Recruit	1
<b>Total Members</b>	<b>32</b>

<b>SFD Certifications</b>		
<b>Certification Name</b>	<b>Members Certified</b>	<b>Percentage of Members Certified to That Level</b>
Firefighter I	32	100%
Firefighter II	25	78%
Driver/Operator - Pumper	24	75%
Driver/Operator - Aerial	18	56%
Emergency Services Instructor I	10	31%
Emergency Services Instructor II	1	3%

<b>Certification Name</b>	<b>Members Certified</b>	<b>Percentage of Members Certified to That Level</b>
Fire Officer I	14	43%
Fire Officer II	1	3%
Fire Inspector	13	40%
No Fire Certifications	0	0%
EMT-BASIC	9	28%
EMT-Advanced	3	9%
EMT-Paramedic	14	43%
Critical Care Paramedic	5	15%
No EMS Certifications	1	3%
ICS 100	32	100%
ICS 200	26	81%
ICS 300	11	34%
ICS 400	5	15%
ICS 700	32	100%
ICS 800	14	43%
Haz Mat Awareness	0	0%
Haz Mat Operations	27	87%
Haz Mat Technician	4	12%
Haz Mat Specialist	1	3%

**RESIGNATIONS FROM DEPARTMENT**

- Mark Grade, Full-time
- Brandon Bergner, Full-time (will stay on Part-time)

**RETURNED FROM LEAVE OF ABSENCE**

Elliott Knapp

**CURRENT MEMBERS ON LEAVE OF ABSENCE**

- Dan Karinen, Alex Mross, Mike Simonis

**2023 STATISTICS**

<b>Incident Type Summary</b>	<b>January 1, 20223, through February 28, 2023</b>	
<b>Incident Type</b>	<b>Count</b>	<b>Percentage of Total</b>
Fire	5	2.8%
Overpressure Rupture, Explosion, Overheat (No Fire)	0	0%
Rescue and Emergency Medical Service (EMS) Incidents	137	77.1%
Hazardous Condition (No Fire)	4	2.2%
Service Call	10	5.6%
Good Intent Call	10	5.6%
False Alarm and False Call	12	6.7%
Severe Weather and Natural Disaster	0	0%
Special Incident Type	0	0%
<b>Total</b>	<b>178</b>	<b>100%</b>

**Mutual Aid Given – EMS**

Lisbon – 2  
Menomonee Falls – 5

**Mutual Aid Received - EMS**

Lisbon – 4

**Mutual Aid Given – Fire**

Lisbon – 1  
Brookfield (City) – 1  
Southern Ozaukee – 1

**Mutual Aid Received - Fire**

Merton – 1  
Pewaukee – 1  
Lisbon – 2  
Menomonee Falls – 2  
Richfield – 1

**Calls Totals Per Shift**

Red Shift - 59  
Blue Shift - 65  
Green Shift – 54

**Fire Department Highlights:**

Matt Travis started full-time on February 16<sup>th</sup> and is currently assigned to Blue Shift with Lt. Bonville and Firefighter/Paramedic Rosecky.

On Thursday, March 24<sup>th</sup>, the Wisconsin Department of Safety and Professional Services (SPS) completed an audit of our fire department. This was the first time that this has been completed for the Sussex Fire Department since December 4, 2018. SPS Evaluates us on the following 10 items every 3-4 years:

- The fire department is organized to provide continuous fire protection in the city, village, or town and has a designated chief. §101.575 (3) (a) 1. Wis. Stat.
- A current roster of active fire department members. SPS 314.01 (13) (d.)

- Time, date, and location of alarms to buildings, and the number of firefighters responding. SPS 314.01 (13) (d).
- Number, duration of, and attendance at fire department meetings. SPS 314.01 (13) (d.)
- Number, duration of, the topic of, and attendance at fire department training sessions. SPS 314.01 (13) (d.)
- Number, duration of, the topic of, and attendance of fire department members at public fire education-related activities. SPS 314.01 (13) (d.)
- Documentation that 2% fire dues funds are used according to statutory requirements. §101.575 (6) (a) Wis. Stat.
- The fire chief's record/list of the public buildings and places of employment within the territory of the fire department for inspection purposes. SPS 314.01 (13) (b) 3, SPS 314.01 (b) 5, SPS 314.01 (b) 6, Note, SPS 314.01 (b) 7.
- Reports of fire inspections performed. SPS 314.01 (b) 8., §101.14(2) (a). Wis. Stat.
- Record keeping of fire and other emergency responses occurring within the jurisdiction. NFPA 1 (2012) 1.11.3.1. Record keeping and reporting of fires filed with the U.S. Fire Administration (National Fire Incident Reporting System. SPS 314.01 (11) (a) 1., §101.141. Wis. Stat.