



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
9:00 AM – MAY 23, 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 April 4, 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
 - b. Appointments
 - i. Chris Ackley, Fulltime Firefighter/Paramedic
 - ii. Silver Nicoll, Fulltime Firefighter/Paramedic
 - iii. Kassie Wicherski, Fulltime Firefighter/Paramedic
 - c. Resignations
 - i. Nick Thuman
 - ii. Matt Schmeling
 - d. Personnel issues
6. Consideration and possible action on other items for discussion
7. Consideration and possible action on other items for discussion
8. Topics for future agendas
9. 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.

**DISCLAIMER- THE FOLLOWING ARE DRAFT MINUTES FROM
THE PLAN COMMISSION AND ARE
SUBJECT TO CHANGE UPON APPROVAL OF THE COMMISSION**

MINUTES
VILLAGE OF SUSSEX
SUSSEX, WISCONSIN
BOARD OF FIRE COMMISSIONERS
TUESDAY, APRIL 4, 2023

Jeff Knollenberg called the meeting to order at 2:30 p.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 January 24, 2023. Motion carried 5-0

Meet and Greet

The BOFC met with the following fulltime Firefighter/Paramedic candidates: Zachary Fehl, Chloe Miller, and Alec Shafer.

Fire Chief Report

Chief Grod summarized the report in the meeting packet.

Personnel Changes

- a. New hires
 - a. Zachary Fehl, Fulltime Firefighter/Paramedic
 - b. Chloe Miller, Fulltime Firefighter/Paramedic
 - c. Alec Shafer, Fulltime Firefighter/Paramedic
- b. Appointments
- c. Resignations
 - a. Mark Grade, Fulltime Firefighter/Paramedic
 - b. Brandon Bergner, Fulltime Firefighter/Paramedic to Part-time Firefighter/Paramedic
- d. Personnel issues

A motion by Weber, seconded by Schneider, to authorize the new hires conditioned upon all administrative procedures and contingencies being met and to acknowledge the resignations as presented.

Motion carried 5-0

Other Items for Discussion

None

Election of Officers

Weber nominated Knollenberg for Chair.
Schneider nominated Weber for Vice Chair.
Wilson nominated Schneider for Secretary.

A motion by Wilson, seconded by Weber, to approve the three nominations for officer positions.
Motion carried 5-0

Topics for Future Agendas

None

A motion by Schneider, seconded by Christianson, to adjourn the meeting at 3:31 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: May 16, 2023

To: Board of Fire Commissioners, Village of Sussex

From: Kristopher Grod, Fire Chief

RE: BOFC Fire Chief's Report May 2023

EMPLOYEE DEVELOPMENT

2022 SUSSEX FIRE DEPARTMENT TRAINING HOURS											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
144.0	140.5	165.5	162.0								

(Table represents total training hours for ALL SFD staff)

CURRENT STAFF

SFD Personnel by Rank	
Chief	1
Deputy Chief	2
Lieutenant	3
Firefighter	24
Recruit	1
Total Members	31

SFD Certifications		
Certification Name	Members Certified	Percentage of Members Certified to That Level
Firefighter I	31	100%
Firefighter II	25	80%
Driver/Operator - Pumper	23	74%
Driver/Operator - Aerial	18	58%
Emergency Services Instructor I	10	32%
Emergency Services Instructor II	2	6%
Certification Name	Members Certified	Percentage of Members Certified to That Level

Fire Officer I	14	45%
Fire Officer II	1	3%
Fire Inspector	13	42%
No Fire Certifications	0	0%
EMT-BASIC	8	26%
EMT-Advanced	3	9%
EMT-Paramedic	14	45%
Critical Care Paramedic	5	16%
No EMS Certifications	1	3%
ICS 100	31	100%
ICS 200	25	80%
ICS 300	12	39%
ICS 400	5	16%
ICS 700	31	100%
ICS 800	14	45%
Haz Mat Awareness	0	0%
Haz Mat Operations	26	84%
Haz Mat Technician	4	13%
Haz Mat Specialist	1	3%

RESIGNATIONS FROM DEPARTMENT

- Matt Schmeling
- Nick Thumann (Effective June 8th)

RETURNED FROM LEAVE OF ABSENCE

N/A

CURRENT MEMBERS ON LEAVE OF ABSENCE

- Dan Karinen, Alex Mross, Mike Simonis

2023 STATISTICS

Incident Type Summary	January 1, 20223, through April 30, 2023
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Incident Type	Count	Percentage of Total
Fire	12	3.5%
Overpressure Rupture, Explosion, Overheat (No Fire)	0	0%
Rescue and Emergency Medical Service (EMS) Incidents	257	76.1%
Hazardous Condition (No Fire)	7	2.1%
Service Call	16	4.7%
Good Intent Call	23	6.8%
False Alarm and False Call	23	6.8%
Severe Weather and Natural Disaster	0	0%
Special Incident Type	0	0%
Total	338	100%

Mutual Aid Given – EMS

Lisbon – 2
Menomonee Falls – 7
Western Lakes – 1
Germantown – 1

Mutual Aid Received - EMS

Lisbon – 7
Menomonee Falls – 1

Mutual Aid Given – Fire

Lisbon – 2
Brookfield (City) – 1
Southern Ozaukee – 1
Menomonee Falls – 1
Western Lakes – 3
Pewaukee – 2

Mutual Aid Received - Fire

Merton – 3
Pewaukee – 4
Lisbon – 5
Menomonee Falls – 3
Richfield – 2

Calls Totals Per Shift

Red Shift - 104
Blue Shift - 123
Green Shift - 111

Fire Department Highlights:

Zach Fehl started full-time on April 15th and is currently assigned to Red Shift with Lt. Heisler and Firefighter/Paramedic Wolff.