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AGENDA
VILLAGE OF SUSSEX
BOARD OF FIRE COMMISSIONERS
3:00 PM – AUGUST 17, 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 May 23, 2023.
3. Meet and Greet with Fulltime Candidates
 - a. Christy Kiekenbush, Firefighter/Paramedic
 - b. Brad Wachter, Firefighter/Paramedic
 - c. Cesar Cervantes, Firefighter/EMT
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. Christy Kiekenbush, Fulltime Firefighter/Paramedic
 - ii. Brad Wachter, Fulltime Firefighter/Paramedic
 - iii. Cesar Cervantes, Fulltime Firefighter/EMT
 - iv. Jonah Rodriguez, Part-time Firefighter/Paramedic
 - v. Ryan Hubley, Paid-on-Call
 - vi. Jason Langland, Paid-on-Call
 - c. Resignations
 - 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.

MINUTES
VILLAGE OF SUSSEX
SUSSEX, WISCONSIN
BOARD OF FIRE COMMISSIONERS
TUESDAY, MAY 23, 2023

Jeff Knollenberg called the meeting to order at 9:05 a.m.

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

Members Excused: Andrea Weber and Trustee Lee Uecker

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 Schneider, to approve the minutes as presented for the meeting held on April 4, 2023. Motion carried 4-0

Meet and Greet

The BOFC met with the following fulltime Firefighter/Paramedic candidates: Chris Ackley, Silver Nicoll, and Kassie Wicherski.

Fire Chief Report

Chief Grod summarized the report in the meeting packet.

Personnel Changes

- a. New hires
 - a. Chris Ackley, Fulltime Firefighter/Paramedic
 - b. Silver Nicoll, Fulltime Firefighter/Paramedic
 - c. Kassie Wicherski, Fulltime Firefighter/Paramedic
- b. Appointments
- c. Resignations
 - a. Nick Thuman
 - b. Matt Schmeling
- d. Personnel issues

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

Motion carried 4-0

Other Items for Discussion

None

Topics for Future Agendas

None

A motion by Wilson, seconded by Schneider, to adjourn the meeting at 10:22 a.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

Date: August 10, 2023

To: Board of Fire Commissioners, Village of Sussex

From: Kristopher Grod, Fire Chief

RE: BOFC Fire Chief's Report August 2023

EMPLOYEE DEVELOPMENT

2023 SUSSEX FIRE DEPARTMENT TRAINING HOURS											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
144.0	140.5	150.5	155.0	146.5	140.0	136.0					

(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	27
Recruit	1
Total Members	34

SFD Certifications		
Certification Name	Members Certified	Percentage of Members Certified to That Level
Firefighter I	34	100%
Firefighter II	26	76%
Driver/Operator - Pumper	24	71%
Driver/Operator - Aerial	18	53%
Emergency Services Instructor I	10	29%
Emergency Services Instructor II	1	2%

Certification Name	Members Certified	Percentage of Members Certified to That Level
Fire Officer I	15	44%
Fire Officer II	1	2%
Fire Inspector	14	41%
No Fire Certifications	0	0%
EMT-BASIC	9	26%
EMT-Advanced	3	9%
EMT-Paramedic	15	44%
Critical Care Paramedic	6	18%
No EMS Certifications	1	2%
ICS 100	34	100%
ICS 200	28	82%
ICS 300	10	29%
ICS 400	5	15%
ICS 700	34	100%
ICS 800	16	47%
Haz Mat Awareness	0	0%
Haz Mat Operations	29	85%
Haz Mat Technician	4	12%
Haz Mat Specialist	1	2%

RESIGNATIONS FROM DEPARTMENT

- Nick Thumann, Full-time

RETURNED FROM LEAVE OF ABSENCE

- None

CURRENT MEMBERS ON LEAVE OF ABSENCE

- Dan Karinen, Alex Mross, Mike Simonis, and Elliot Knapp (Until February 2024)

2023 STATISTICS

Incident Type Summary	January 1, 2023, through July 31, 2023	
	Count	Percentage of Total
Fire	21	3.2%
Overpressure Rupture, Explosion, Overheat (No Fire)	1	0%
Rescue and Emergency Medical Service (EMS) Incidents	475	74.2%
Hazardous Condition (No Fire)	13	2.0%
Service Call	33	5.2%
Good Intent Call	46	7.2%
False Alarm and False Call	51	8.2%
Severe Weather and Natural Disaster	0	0%
Special Incident Type	0	0%
Total	640	100%

Mutual Aid Given – EMS

Lisbon – 7
 Menomonee Falls – 12
 Pewaukee – 1
 Western Lakes – 1

Mutual Aid Received - EMS

Lisbon – 18
 Menomonee Falls – 1

Mutual Aid Given – Fire

Lisbon – 6
 Brookfield (City) – 1
 Southern Ozaukee – 1
 Menomonee Falls - 2
 Pewaukee – 3
 Western Lakes – 3
 Hartland – 1
 Merton – 1
 Germantown – 2
 Slinger – 1

Mutual Aid Received - Fire

Merton – 5
 Pewaukee – 4
 Lisbon – 9
 Menomonee Falls – 4
 Richfield – 4

Calls Totals Per Shift

Red Shift - 196
 Blue Shift - 227
 Green Shift – 217

Fire Department Highlights:

- Zach Feil started full-time on April 15th and is currently assigned to Red Shift with Lt. Heisler.

- Silver Nicoll started full-time on June 10th and is currently assigned to Blue Shift with Lt. Bonville and FF/PM Rosecky.
- Kassie Wicherski started full-time on June 30th and is currently assigned to Green Shift with FF/PM Wolff and FF/PM Travis.