



N64W23760 Main Street  
Sussex, Wisconsin 53089  
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**AGENDA**  
**VILLAGE OF SUSSEX**  
**BOARD OF FIRE COMMISSIONERS**  
**9:00 AM – NOVEMBER 22, 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 September 15, 2023.
3. Meet and Greet with Fulltime Candidates
  - a. Abbey Lynch, Fulltime Firefighter/Paramedic
4. Consideration and possible action on the Fire Chief's Report
5. Consideration and possible action on personnel changes
  - a. New hires
    - i. Abbey Lynch, Fulltime Firefighter/Paramedic
  - b. Appointments
    - i. Taylor Wolff, Lieutenant
  - c. Resignations
    - i. Silver Nicoll, Transitioning from fulltime to part-time
  - d. Personnel issues
6. Consideration and possible action on other items for discussion
7. Topics for future agendas
8. 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.

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

**DRAFT MINUTES  
VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN  
BOARD OF FIRE COMMISSIONERS  
FRIDAY, SEPTEMBER 15, 2023**

Jeff Knollenberg called the meeting to order at 1:00 p.m.

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

Others Present: Assistant Village Administrator Kelsey McElroy-Anderson

A quorum of the Village Board was not present at the meeting.

**Minutes**

A motion by Weber, seconded by Wilson, to approve the minutes as presented for the meeting held on August 17, 2023. Motion carried 4-0

**Meet and Greet**

The BOFC met with the following fulltime Firefighter/Paramedic candidate: Adam Christopherson.

**Personnel Changes**

- a. New hires
  - a. Adam Christopherson, Fulltime Firefighter/Paramedic
- b. Appointments
- c. Resignations
  - a. Nicole Rosecky, Transitioning Fulltime to Part-time
- d. Personnel issues

A motion by Weber, seconded by Wilson, to authorize the new hires and appointments conditioned upon all administrative procedures and contingencies being met and 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 Christianson, to adjourn the meeting at 1:35 p.m.

Motion carried 4-0

Respectfully submitted,

Kelsey McElroy-Anderson  
Assistant Village Administrator

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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: November 7, 2023**

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

**From: Kristopher Grod, Fire Chief**

**RE: BOFC Fire Chief's Report November 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	142.0	152.5	143.0		

*(Table represents total training hours for ALL SFD staff)*

**CURRENT STAFF**

SFD Personnel by Rank	
Chief	1
Deputy Chief	2
Lieutenant	3
Firefighter	28
Recruit	2
<b>Total Members</b>	<b>36</b>

SFD Certifications		
Certification Name	Members Certified	Percentage of Members Certified to That Level
Firefighter I	34	94%
Firefighter II	27	75%
Driver/Operator - Pumper	24	66%
Driver/Operator - Aerial	19	53%
Emergency Services Instructor I	11	30%
Emergency Services Instructor II	1	2%
Fire Officer I	15	42%
Fire Officer II	1	2%

<b>Certification Name</b>	<b>Members Certified</b>	<b>Percentage of Members Certified to That Level</b>
Fire Inspector	14	39%
No Fire Certifications	2	5%
EMT-BASIC	9	25%
EMT-Advanced	3	8%
EMT-Paramedic	16	44%
Critical Care Paramedic	6	17%
No EMS Certifications	2	5%
ICS 100	36	100%
ICS 200	28	78%
ICS 300	10	28%
ICS 400	5	14%
ICS 700	36	100%
ICS 800	18	50%
Haz Mat Awareness	0	0%
Haz Mat Operations	29	80%
Haz Mat Technician	4	11%
Haz Mat Specialist	1	2%

**RESIGNATIONS FROM DEPARTMENT**

- Silver Nicoll Full-Time (Will be staying on as part-time member)

**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**

<b>Incident Type Summary</b>	<b>January 1, 2023, through October 31, 2023</b>	
<b>Incident Type</b>	<b>Count</b>	<b>Percentage of Total</b>
Fire	31	3.3%
Overpressure Rupture, Explosion, Overheat (No Fire)	1	0%

Rescue and Emergency Medical Service (EMS) Incidents	677	72.4%
Hazardous Condition (No Fire)	22	2.3%
Service Call	67	7.2%
Good Intent Call	72	7.7%
False Alarm and False Call	65	7.1%
Severe Weather and Natural Disaster	0	0%
Special Incident Type	0	0%
<b>Total</b>	<b>935</b>	<b>100%</b>

**Mutual Aid Given – EMS**

Lisbon – 13  
Menomonee Falls – 17  
Pewaukee – 2  
Western Lakes – 1

**Mutual Aid Received - EMS**

Lisbon – 27  
Menomonee Falls – 4  
Merton – 1

**Mutual Aid Given – Fire**

Lisbon – 10  
Brookfield (City) – 2  
Southern Ozaukee – 1  
Menomonee Falls - 2  
Pewaukee – 4  
Western Lakes – 3  
Hartland – 2  
Merton – 1  
Germantown – 2  
Slinger – 1  
Richfield – 3

**Mutual Aid Received - Fire**

Merton – 7  
Pewaukee – 5  
Lisbon – 14  
Menomonee Falls – 5  
Richfield – 5

**Calls Totals Per Shift**

Red Shift - 298  
Blue Shift - 319  
Green Shift – 318

**Fire Department Highlights:**

- Adam Christopherson started full-time on October 10<sup>th</sup> and is currently assigned to Blue Shift with Lt. Bonville.
- Ryan Hubley started as a Paid-on-Call member on September 29<sup>th</sup> and is currently assigned to Red Shift with Lt. Heisler and FF/PM Fehl.
- Jason Langland started as a Paid-on-Call member on September 26<sup>th</sup> and is currently assigned to Green Shift with FF/PM Wolff, FF/PM Travis, and FF/PM Wicherski.



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Kristopher Grod  
Fire Chief  
Fire Station - *Business*  
262-246-5235  
Fire Station - *FAX*  
262-246-5196

November 7, 2023

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:

**Taylor Wolff**

To the Position of FULL-TIME LIEUTENANT with the Sussex Fire Department.  
This appointment is to fill an existing vacancy and will be effective November 25, 2023.

Respectfully,

Kristopher Grod  
Fire Chief