



N64W23760 Main Street  
Sussex, Wisconsin 53089  
Phone (262) 246-5200  
Email: info@sussexwi.gov  
Website: www.sussexwi.gov

**AGENDA**  
**VILLAGE OF SUSSEX**  
**BOARD OF FIRE COMMISSIONERS**  
**2:00 PM – MARCH 7, 2024**  
**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 November 22, 2023.
3. Meet and Greet with fulltime Firefighter/EMT candidates
4. Consideration and possible action on an eligibility list for fulltime Firefighter/EMT positions
5. Consideration and possible action on the Fire Chief's Report
6. Consideration and possible action on personnel changes
  - a. New hires
    - i. Caleb Lossman, Paid-on-Call
    - ii. Chase Peperkorn, Paid-on-Call
    - iii. Nick Johnson, Paid-on-Call
  - b. Appointments
  - c. Resignations
    - i. Kassie Wicherski, Fulltime Firefighter/Paramedic
  - d. Personnel issues
7. Consideration and possible action on other items for discussion
8. Topics for future agendas
9. Adjournment

Jeff Knollenberg

Chairperson

A handwritten signature in black ink that reads "Kelsey McElroy-Anderson". The signature is written in a cursive style and is positioned above a horizontal line.

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 BOARD OF FIRE COMMISSIONERS AND ARE  
SUBJECT TO CHANGE UPON APPROVAL OF THE COMMISSION**

DRAFT MINUTES  
VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN  
BOARD OF FIRE COMMISSIONERS  
WEDNESDAY, NOVEMBER 22, 2023

Andrew Wilson called the meeting to order at 9:03 a.m.

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

Others Present: Fire Chief Kristopher Grod

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

**Minutes**

A motion by Wilson, seconded by Christianson, to approve the minutes as presented for the meeting held on September 15, 2023. Motion carried 3-0

**Meet and Greet**

The BOFC met with the following fulltime Firefighter/Paramedic candidate: Abbey Lynch.

**Fire Chief's Report**

**Personnel Changes**

- a. New hires
  - a. Abbey Lynch, Fulltime Firefighter/Paramedic
- b. Appointments
  - a. Taylor Wolff, Lieutenant
- c. Resignations
  - a. Silver Nicoll, Transitioning Fulltime to Part-time
- d. Personnel issues

A motion by Christianson, 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 3-0

**Other Items for Discussion**

None

**Topics for Future Agendas**

None

A motion by Wilson, seconded by Christianson, to adjourn the meeting at 9:50 a.m. Motion carried 3-0

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: February 28, 2024**

**To: Village of Sussex Public Safety and Welfare Committee**

**From: Kristopher Grod, Fire Chief**

**RE: BOFC Fire Chief's Report March 2024**

**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	146.0	143.5

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

**Average Response Times 2023:** (For emergency responses, time of notification to arrival on scene)

Month	EMS	Fire	Month	EMS	Fire
January	4:54	4:50	July	4:34	5:17
February	5:06	5:33	August	4:58	5:45
March	4:32	6:33	September	5:02	6:05
April	4:08	4:22	October	4:54	5:57
May	4:36	5:24	November	4:44	5:19
June	5:11	5:15	December	4:53	5:36

**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%

<b>Certification Name</b>	<b>Members Certified</b>	<b>Percentage of Members Certified to That Level</b>
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%
Fire Inspector	14	39%
No Fire Certifications	2	5%
EMT-Basic	8	22%
EMT-Advanced	2	5%
EMT-Paramedic	18	50%
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%

## 2023 STATISTICS

<b>Incident Type Summary</b>	<b>January 1, 2023, through December 31, 2023</b>	
<b>Incident Type</b>	<b>Count</b>	<b>Percentage of Total</b>
Fire	33	2.9%

Overpressure Rupture, Explosion, Overheat (No Fire)	1	0%
Rescue and Emergency Medical Service (EMS) Incidents	827	73.3%
Hazardous Condition (No Fire)	25	2.2%
Service Call	85	7.5%
Good Intent Call	80	7.1%
False Alarm and False Call	77	7.0%
Severe Weather and Natural Disaster	0	0%
Special Incident Type	0	0%
<b>Total</b>	<b>1,128</b>	<b>100%</b>

**Mutual Aid Given – EMS**

Lisbon – 16  
Menomonee Falls – 22  
Pewaukee – 4  
Western Lakes – 1

**Mutual Aid Received - EMS**

Lisbon – 34  
Menomonee Falls – 4  
Merton – 1

**Mutual Aid Given – Fire**

Lisbon – 12  
Brookfield (City) – 2  
Southern Ozaukee – 1  
Menomonee Falls - 3  
Pewaukee – 4  
Western Lakes – 3  
Hartland – 2  
Merton – 1  
Germantown – 2  
Slinger – 1  
Richfield – 3

**Mutual Aid Received - Fire**

Merton – 7  
Pewaukee – 5  
Lisbon – 15  
Menomonee Falls – 5  
Richfield – 5

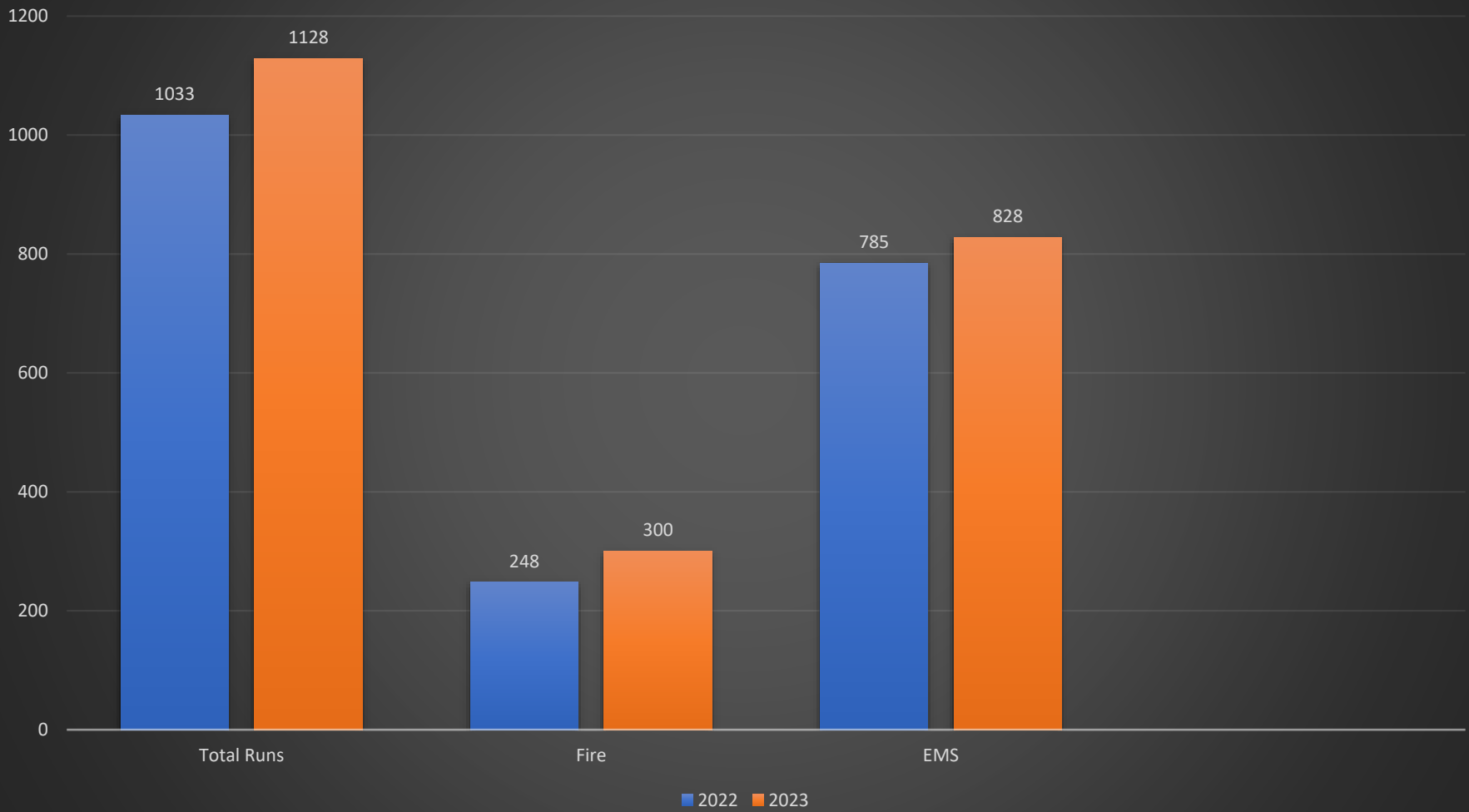
**Calls Totals Per Shift**

Red Shift - 369  
Blue Shift - 382  
Green Shift – 377

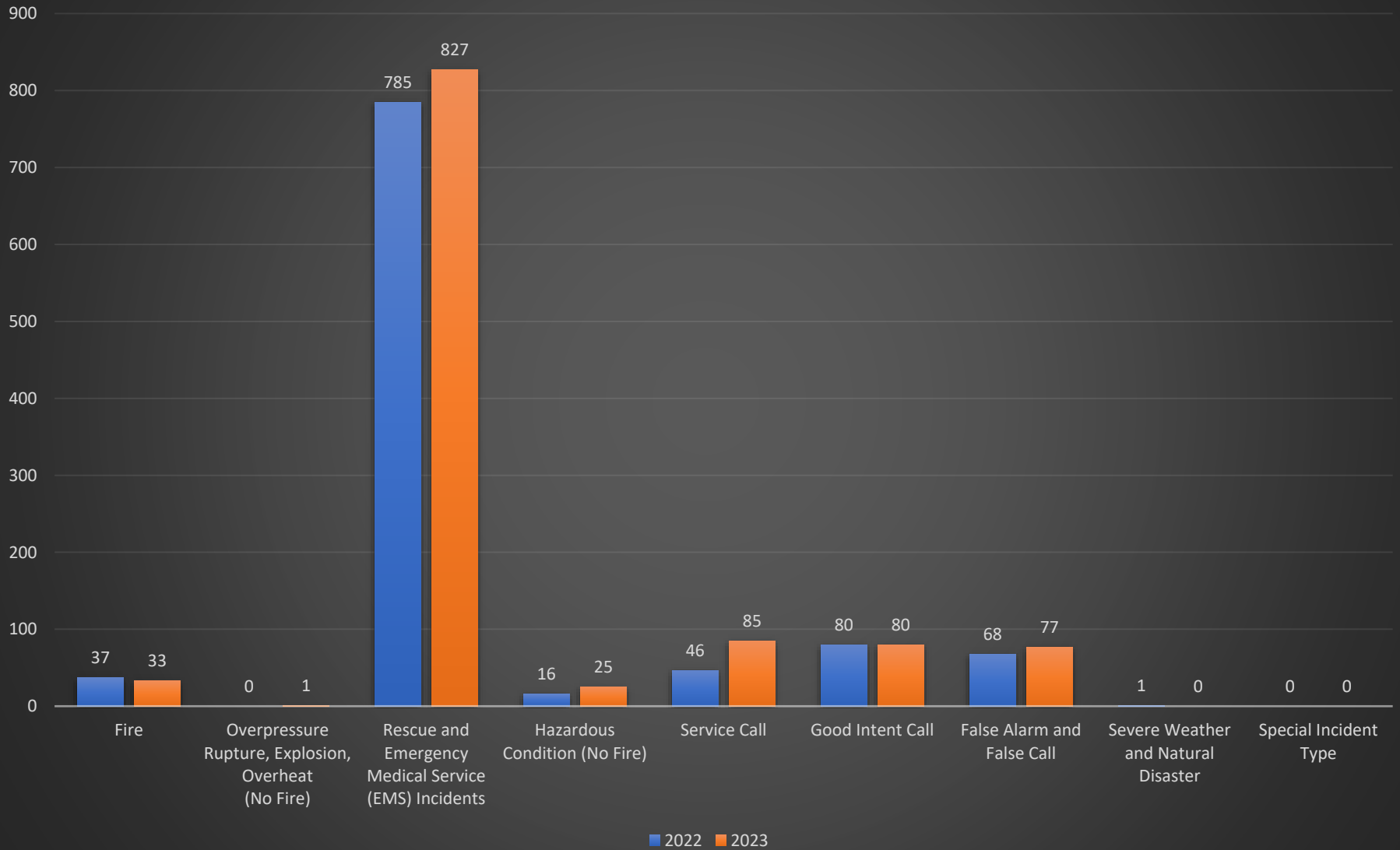
**Fire Department Highlights:**

- Christy Kiekenbush started full-time on December 19<sup>th</sup> and is currently assigned to Blue Shift with Lt. Bonville and FF/PM Christopherson.

# Total Runs By Year

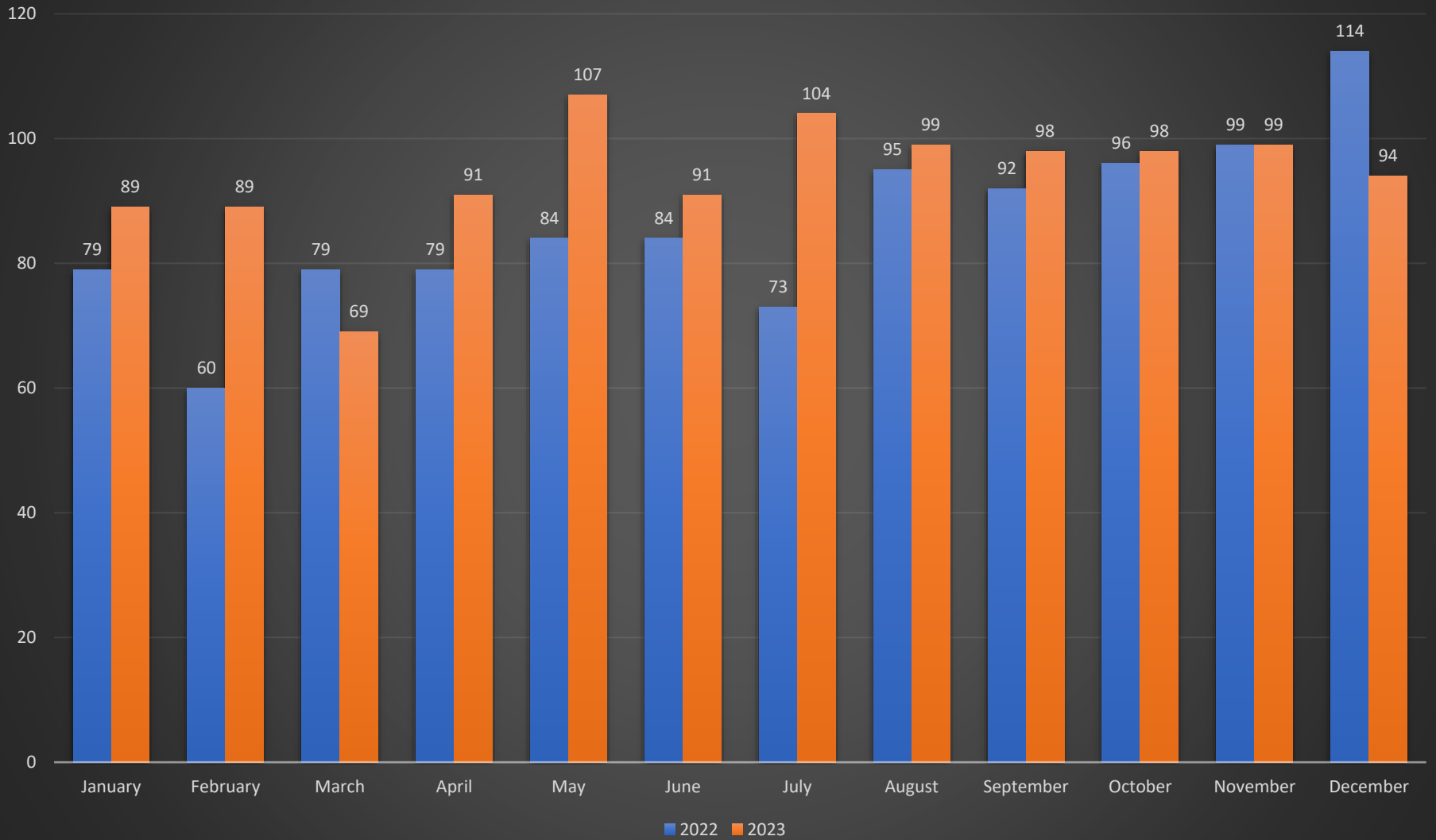


## Incident Type Summary

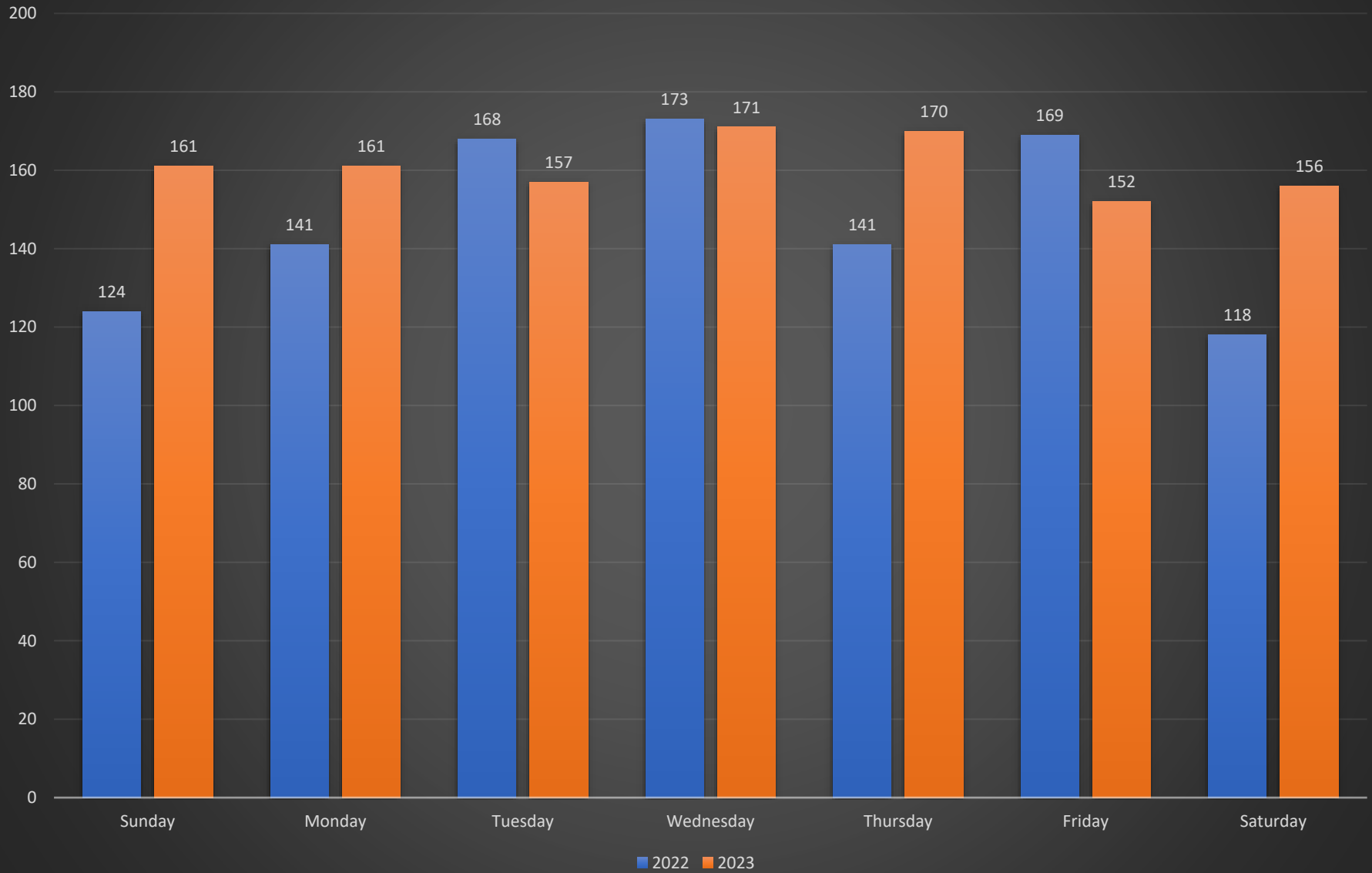




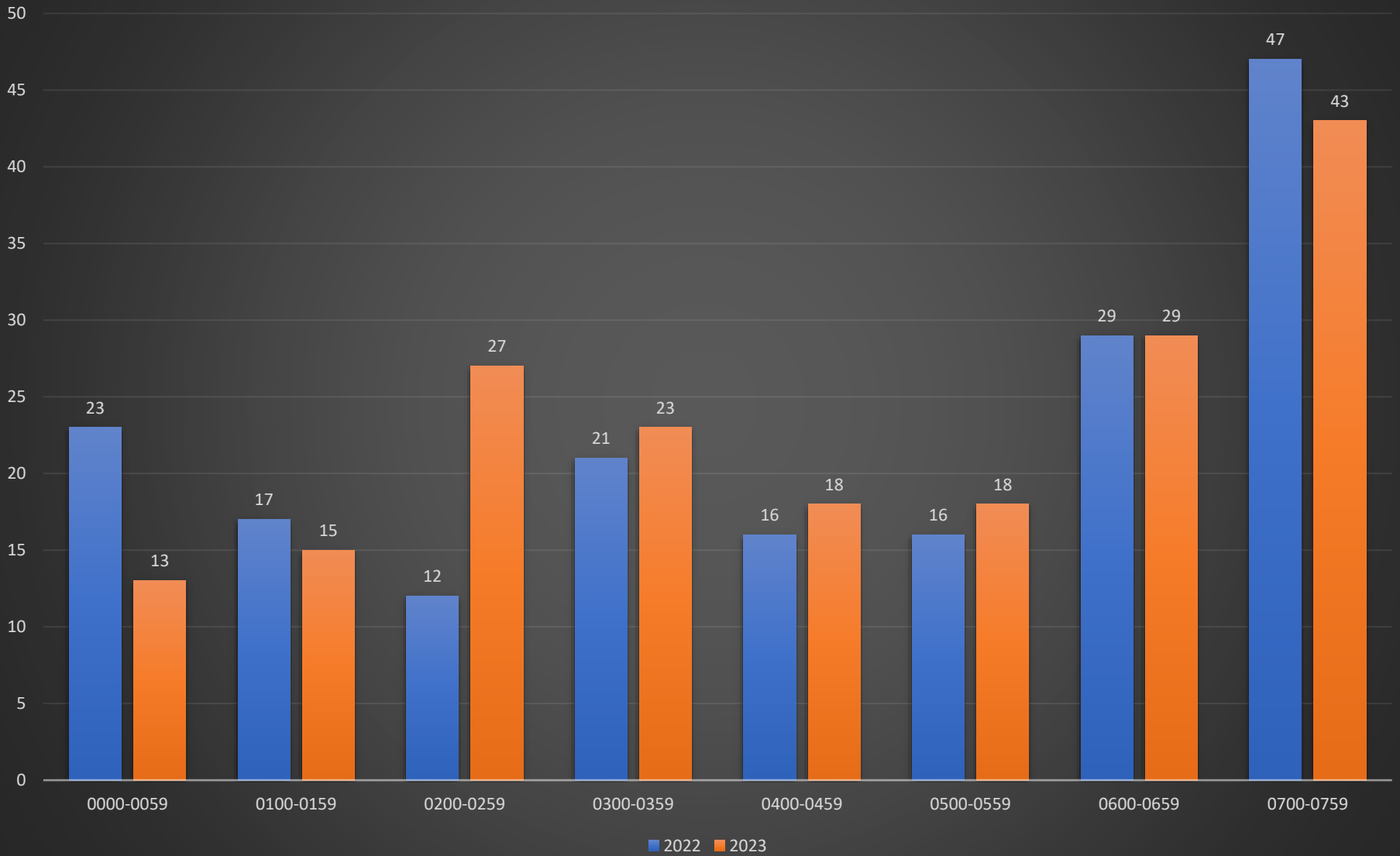
## Calls By Month



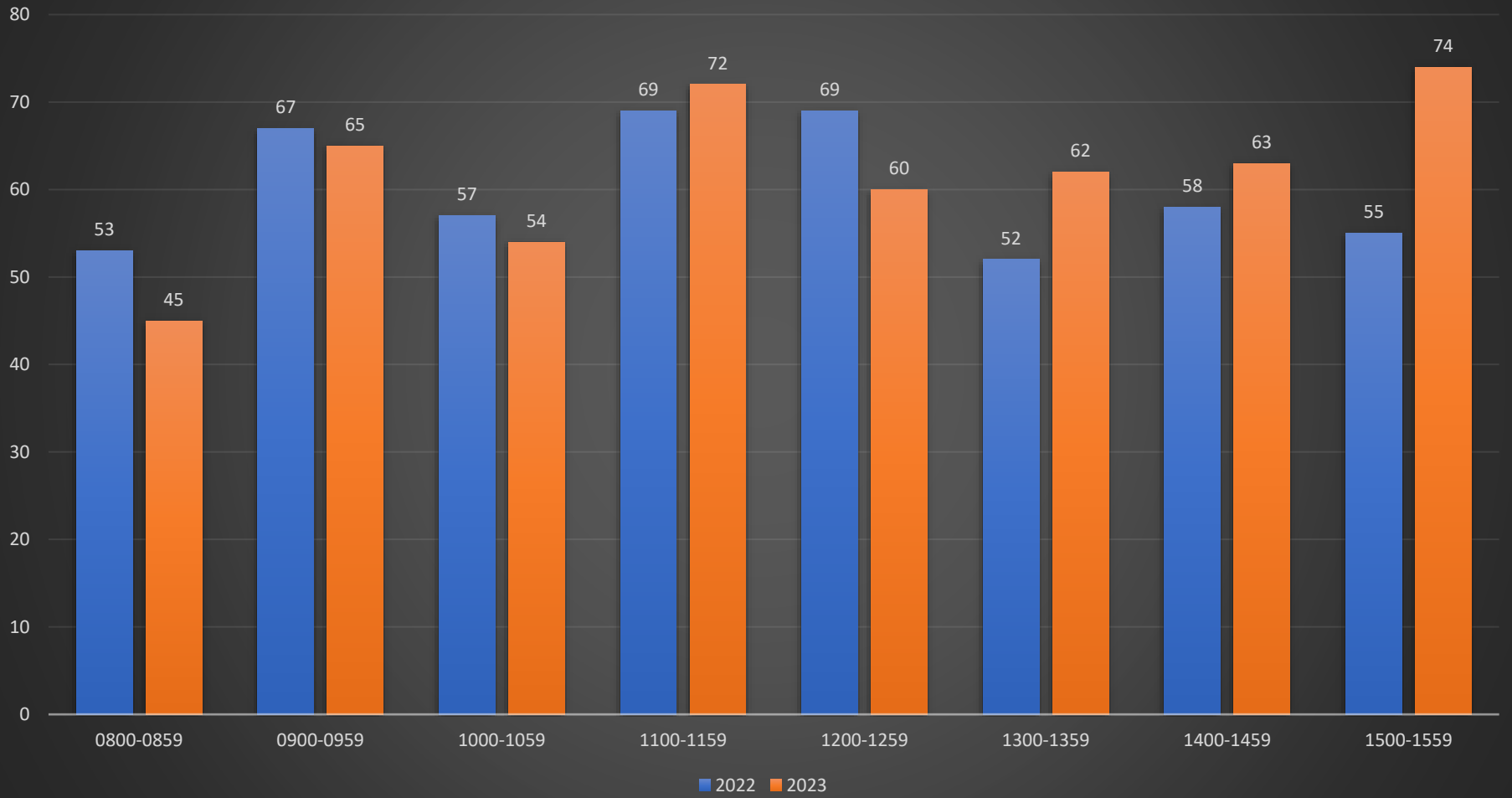
## Day of the Week



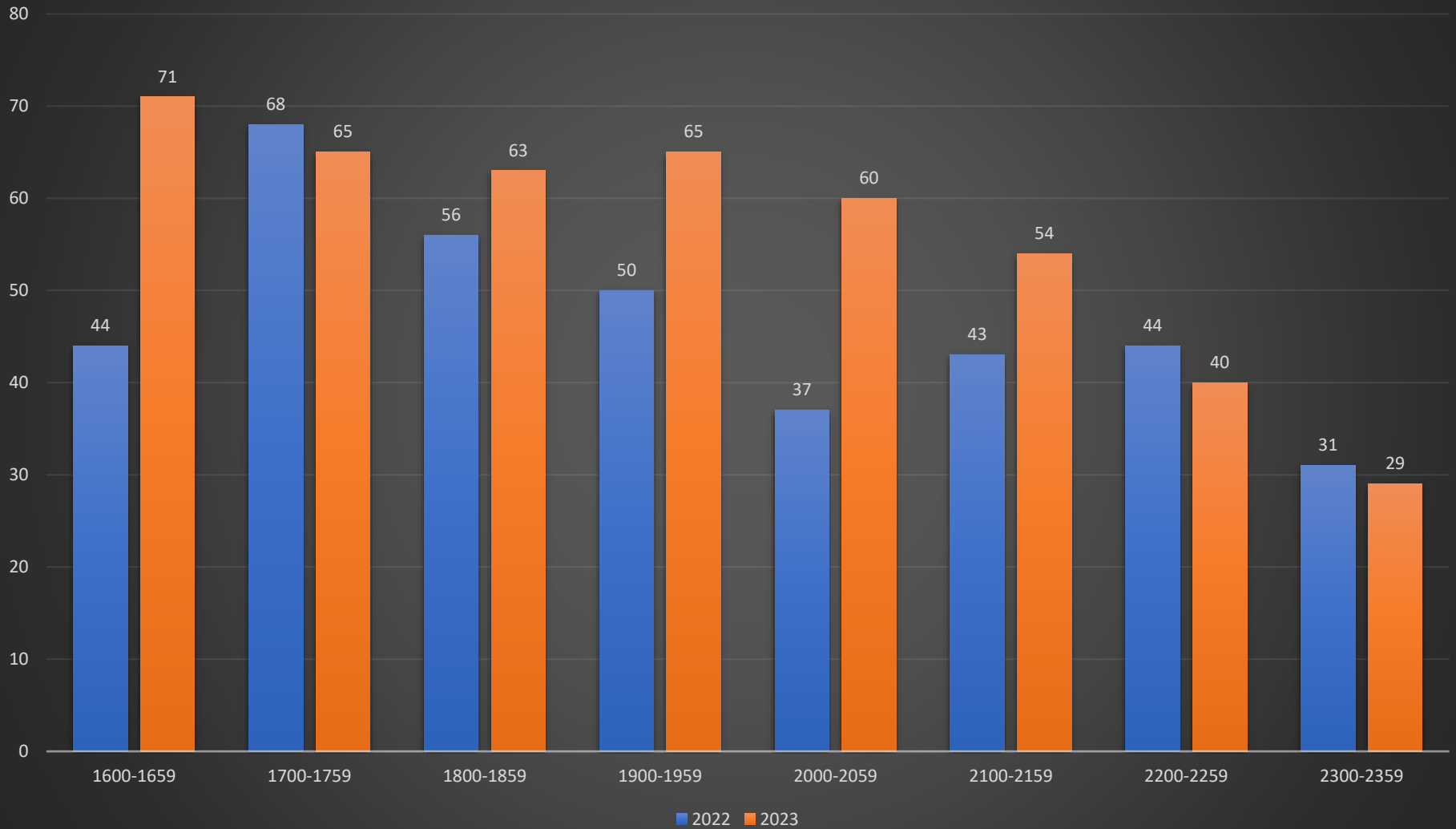
## Hour of the Day (0000-0759)



## Hour of the Day (0800-1559)



## Hour of the Day (1600-2359)





**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

February 27, 2024

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:

**Caleb Lossman**

To the Position of Fire/EMT Recruit (Paid-on-Call) with the Sussex Fire Department. This appointment is to fill existing vacancies and will be effective March 7, 2024.

Respectfully,

Kristopher Grod  
Fire Chief



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February 27, 2024

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:

**Chase Peperkorn**

To the Position of Fire/EMT Recruit (Paid-on-Call) with the Sussex Fire Department. This appointment is to fill existing vacancies and will be effective March 7, 2024.

Respectfully,

Kristopher Grod  
Fire Chief



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February 27, 2024

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:

**Nick Johnson**

To the Position of Fire/EMT Recruit (Paid-on-Call) with the Sussex Fire Department. This appointment is to fill existing vacancies and will be effective March 7, 2024.

Respectfully,

Kristopher Grod  
Fire Chief