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**AGENDA**  
**VILLAGE OF SUSSEX**  
**BOARD OF FIRE COMMISSIONERS**  
**5:00 PM - MONDAY, JANUARY 13, 2020**  
**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 meetings held on November 27, 2019.
3. Consideration and possible action on Fire Chief Report.
4. Consideration and possible action on personnel changes.
  - a. New hires
  - b. Appointments
  - c. Resignations
  - d. Personnel issues
5. Consideration and possible action on other items for discussion.
  - a. Lieutenant Hiring Process
6. Topics for future agendas.
7. Adjournment.

Jeff Knollenberg  
Chairperson

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Kelsey McElroy-Anderson  
Asst. 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  
WEDNESDAY, NOVEMBER 27, 2019

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

Members present: Jeff Knollenberg, Andrea Weber, Ray Christianson, and Bob Pfeil.

Members Excused: John Schneider and Trustee Lee Uecker

Others Present: Fire Chief David Johnsen, Assistant Village Administrator Kelsey McElroy-Anderson, and Firefighter/Paramedic Zachary Pratt.

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

A motion by Pfeil, seconded by Weber to approve the November 6, 2019 minutes as presented.  
Motion carried 4-0.

**Personnel Changes:**

Appointment to the position of full-time Firefighter/Paramedic: Zachary Pratt;

Resignation from full-time Firefighter/Paramedic: Gage Mott;

A motion by Pfeil, seconded by Weber, to acknowledge the resignations, and ratify the appointment of Zachary Pratt to the position of full-time Firefighter/Paramedic.  
Motion carried 4-0.

A motion by Knollenberg, seconded by Christianson, to adjourn the meeting at 1:17 p.m.  
Motion carried 4-0.

Respectfully submitted,

Robert Pfeil  
Secretary



**Village of Sussex Fire Department**  
**N63 W24335 Main Street**  
**Sussex, Wisconsin 53089**

David Johnsen  
Fire Chief  
262-246-5197  
Inspector  
262-246-5220  
Fire Station - Business  
262-246-5197  
Fire Station - FAX  
262-246-5196

**Date:** January 13, 2020  
**To:** Board of Fire Commissioners, Village of Sussex  
**From:** David Johnsen, Fire Chief  
**RE:** BOFC Fire Chief's Report January 2020

**EMPLOYEE DEVELOPMENT**

2019 SUSSEX FIRE DEPARTMENT TRAINING HOURS											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
443.62	393.40	294.50	408.73	271.66	212.50	243.33	442.97	538.79	343.86	328.05	228.15

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

**DEPARTMENT NEWS**

- Fire Department encouraged to apply for International Fire Chiefs Association (IAFC) college education scholarship.
- Current In-station minimum staffing is 3 personnel (minimum of 2 EMT-Paramedics)

**CURRENT STAFF**

SFD Personnel by Rank		SFD EMS Certifications	
Chief Officers	3	EMT-Basic	9
Captains	0	EMT-Advanced	5
Lieutenants	3	Paramedic	31
Firefighter	42	No EMS Certification	3
<b>Total</b>	<b>48</b>	<b>Total</b>	<b>48</b>

**RESIGNATIONS FROM DEPARTMENT**

- None

**NEW REQUESTS FOR LEAVE OF ABSENCE**

- None

**RETURNED FROM LEAVE OF ABSENCE**

- Anthony Bilderback

**CURRENT MEMBERS ON LEAVE OF ABSENCE**

- Sean Murphy, Frank D'Amico, Ryan Beattie, Justin McMenamin

**NEW HIRE RECOMMENDATIONS**

- None



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**Date:** January 13, 2020  
**To:** Board of Fire Commissioners, Village of Sussex  
**From:** David Johnsen, Fire Chief  
**RE:** Hiring Process Timeline for Full-Time Lieutenant Position

The 2020 Village of Sussex Budget has appropriated the funding to add three Lieutenant positions to the current fire department staffing levels. These positions will be assigned to a 24/48-hour shift schedule and are included in the minimum staffing model of 3 on-duty personnel. The preliminary process mirrors that was used with the full-time firefighters in 2019.

**Recruitment and Application:** Job opening will be sent out via social media, professional organizations, and other sources used by the village. Application period will be open for 30-days. Completed applications will be screened for qualified candidates.

**Target Date: February 28, 2020**

**Written Aptitude Assessment:** Qualified candidates will be invited to take the written assessment. This test will be scheduled by the applicant and taken by appointment at the Village of Sussex Civic Center. **Target Date: March 13, 2020**

**Panel Interview:** Qualified candidates will be invited to participate in a structured oral interview with Village of Sussex Fire Chief, Assistant Village Administrator, and other Fire Service Professionals. **Target Date: April 3, 2020.**

**Fire Commission Candidate Interviews:** Finalists will be scheduled for an interview with the Board of Fire Commission and Village Administrator. **Target Date: Late April 2020**

**Conditional Offer of Employment:** Final Candidates will receive a conditional offer of employment Subject to successful completion of Background Investigation, Psychological, and Medical Examination. **Target Date: May 2020.**

- Background Investigation Conducted by Waukesha County Sheriff's Department
- Psychological Examination Conducted by Dr. Craig Childs, Delafield, WI
- Medical Examination and Lifting Test Conducted by ProHealth Care Occupational Health Services

**Final Appointment by Board of Fire Commission: Target Date: June 2020**

**Recommendation:** Staff recommends the hiring process as outlined above. Additionally, staff wishes to discuss the minimum requirements for the position with the BOFC, specifically the CPAT.