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AGENDA
PUBLIC SAFETY & WELFARE COMMITTEE
VILLAGE OF SUSSEX
6:00 P.M. TUESDAY, JUNE 16, 2020
SUSSEX CIVIC CENTER – COMMUNITY ROOM FIRST FLOOR
N64W23760 MAIN STREET

THIS MEETING CAN ALSO BE ACCESSED VIRTUALLY:

1. BY CALLING **1-312-626-6799** AND ENTERING MEETING ID: **824 7431 3759**
2. CLICKING THE FOLLOWING LINK: <https://us02web.zoom.us/j/82474313759>

THE MEETING MATERIALS WILL BE AVAILABLE AT WWW.VILLAGESUSSEX.ORG.

Pursuant to the requirements of Section 19.84, Wis. Stats., notice is hereby given of a meeting of a Village Committee, 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 from meeting of February 18, 2020.
3. Discussion and possible action on Emergency Government Items:
4. Discussion and possible action on Police Items:
 - A. Report from Director of Police Services.
5. Discussion and possible action on Fire/Paramedic Items:
 - A. Report from Fire Chief.
 - B. Request from the Chief to hire FT Fire/Paramedics instead of Lt.
 - C. Next steps on the process for a Fire Chief.
7. Other topics for future agendas.
8. Adjournment.

Wendy Stallings
Chairperson

Jeremy Smith

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 Jeremy Smith at 246-5200.

VILLAGE OF SUSSEX
SUSSEX, WISCONSIN

Minutes of the Public Safety & Welfare Committee meeting held on February 20, 2020.

The meeting was called to order at 6:00 p.m.

Members present: Martin Lastrilla, Wendy Stallings, Mike Bartzen and Greg Zoellick.

Members excused: None

Staff present: Village Administrator Jeremy Smith, Fire Chief David Johnsen, WSD Capt. Lisa Panas and WSD Lieutenant Michael Pavlovich.

Others present: None.

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

A motion by Bartzen, seconded by Lastrilla, to approve the August 20, 2019 minutes as presented. Motion carried 4-0.

Emergency Government Items: none

Police Items:

- 5A. Capt. Panas provided the Police Services report.
- 5B. A motion by Stallings, seconded by Bartzen to recommend to the Village Board approval of Ordinance 863 to repeal and recreate Chapter 7, Subsection 7.14 entitled "REGULATION OF HEAVY TRAFFIC" and Subsection 7.17 entitled "PENALTIES" of the Municipal Code of the Village of Sussex. Motion carried 4-0.
- 5C. A motion by Stallings, seconded by Zoellick to recommend to the Village Board approval of Ordinance 865 to repeal and recreate Chapter 9.09 Subsection (4)(E) Entitled "ALARM SYSTEM REQUIREMENTS AND FALSE ALARMS PROHIBITED, FALSE ALARM FEES" of the Municipal Code of the Village of Sussex. Motion carried 4-0.
- 5D. A motion by Stallings, seconded by Lastrilla to recommend to the Village Board approval of Resolution 20-09, Setting False Alarm Fees. Motion carried 4-0.

Fire/Paramedic Items:

Chief Johnsen gave his monthly report.

Other Topics for future agendas: Stallings asked Captain Panas to bring data back to the committee from the report breaking down some of the details and a report on the number and location of false alarms.

A motion by Stallings, seconded by Zoellick to adjourn the meeting at 6:25 pm. Motion carried 4-0.

Respectfully submitted,

Jeremy Smith
Village Administrator



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

Boyd Thew
Interim Fire Chief
262-246-5197
Fire Station - *Business*
262-246-5197
Fire Station - *FAX*
262-246-5196

Date: May 31st 2020
To: Public Safety Committee
From: Boyd Thew, Interim Fire Chief
RE: Hiring of Lieutenants and staffing in 2020

In light of Chief Johnsen's resignation in April of 2020, I am proposing we postpone the hiring of the three full time Lieutenants that Chief Johnsen had planned on. It is my belief that if the Chief's position is filled within the next nine months, these hires/promotions should be chosen by the next full-time Fire Chief as he/she sees fit.

While the Sussex Fire Department is still in need of filling full time positions in 2020, it is my recommendation that we move forward in filling the three lieutenant's positions with three full-time firefighter/paramedics instead. It is also my recommendation, that when the department is ready to fill the Lieutenant spots, that we promote from within our own organization .

Our call volume is currently at 2-1/2 calls per day, and we have been staffing with four personnel based upon Covid- 19 needs. This staffing has allowed us to handle most back- to- back calls, but is unsustainable with part- time help and health insurance standards. A second set of full-time Firefighter/Paramedics would also help reduce overtime needs for fulltime staff and address sickness or injury. Even if the Village pursues alternative delivery partners in the future our Station will need five people in the Station 24/7 to adequately respond.

Staffing background:

- A minimum staff of three gets one ambulance OR one fire apparatus out the door. Any second call for service would need mutual aid from the next closest available unit. That unit (ambo or engine) could be as far away as Dousman.
- A minimum staff of four gets one Ambulance and one short staffed Engine out the door, which allows us a few more options and a quicker response time for first contact if a second call for service comes in. In most cases we will still need a second unit from a neighboring community.
- A minimum staff of five, insures that that both an ambulance and a fire apparatus will respond, both fully staffed. With a staff of five we can also cross staff our second ambulance, and have personnel ready to respond to any second call for service.

Thank you for your continued support to the Sussex Fire Department. If you should have any additional questions regarding this proposal I am happy to review them with you at the next PSC meeting.



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MEMORANDUM

To: Public Safety Committee, Village Board

From: Jeremy Smith, Village Administrator

Re: Fire Department

Date: 6/10/2020

Sussex is in the middle of a transition with its Fire Department from a paid on call Department to a Paid in House Department. Earlier in the meeting Deputy Chief Thew who is the senior Fire Department Officer at this time will be requesting filling regular fire fighter positions instead of the Lts. that were scheduled for the budget and I fully support Deputy Chief Thew's request.

The Village Board will now need to provide policy direction for where we go from here. It is important for our fire staff to understand the direction and we are at a position where we can proceed to hire again. During the pandemic we have been running with 4 staff in the station most of the time. This has been tremendously helpful in our response capabilities. Our FT firefighters have been doing an amazing job leading and developing the newer members and filling in the gaps, but the current set-up isn't sustainable.

The current Village Board policy was to add \$100,000 to each budget year until we had 5 paid in the station. The combination of 3FT and 2 PT or 4 FT and 1PT for each shift was still being explored by the former Chief. We currently need \$319,000 to complete that goal (4FT 1 PT) with full staffing by 2022 and budget impacts completed by 2023. The 2021 budget would have us hire 3 Lt's (or Firefighters) and 3 more firefighters mid year 2022 to complete the staffing transition. The Village would have in 2023 a fully staffed station with 5 personnel 24-7 365, with paramedic level care, command leadership on each crew, and a Chief providing overall leadership, development, and community outreach. Over 80% of our calls are for EMT/Paramedic and we could handle the growing communities call volume and provide high and fast levels of care. This would complete the transition.

This model allows the Village the greatest impact on service level responses to changing community needs. This leaves the Village Board in control of long term costs. The Fire Department is the second largest Village budget and the ability to manage these costs long term is vital under levy limit environment where no new tax dollars are available. The Village has already downsized its vehicle fleet in 2019 and will be able to downsize its equipment and protective gear costs as well once the transition is complete. I would recommend continuing the Village Board policy direction and to direct the Board of Fire Commission to proceed with hiring a Chief.

If the Village Board wanted to consider other options I would recommend we hire a consultant to explore all the potential partnerships that exist. It is important that we fully understand the long term implications of any other structure/partnership from a service delivery standpoint and cost control stand point.