



N64W23760 Main Street  
Sussex, Wisconsin 53089  
Phone (262) 246-5200  
FAX (262) 246-5222  
Email: [info@villagesussex.org](mailto:info@villagesussex.org)  
Website: [www.villagesussex.org](http://www.villagesussex.org)

**AGENDA**  
**VILLAGE OF SUSSEX**  
**BOARD OF FIRE COMMISSIONERS**  
**4:00 PM - TUESDAY, JULY 14, 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. Fulltime Firefighter/Paramedic Candidate Meet-and-Greet.
3. Consideration and possible action on minutes of the Board of Fire Commissioners meeting held on March 27, 2020.
4. Consideration and possible action on Fire Chief Report.
  - a. Fulltime Firefighter/Paramedic recruitment process update
5. Consideration and possible action on personnel changes.
  - a. New hires
  - b. Appointments
  - c. Resignations
  - d. Personnel issues
6. Consideration and possible action on other items for discussion.
  - a. Election of Officers – Chairperson, Vice-Chairperson, and Secretary
7. Topics for future agendas.
8. Adjournment.

Jeff Knollenberg  
Chairperson

\_\_\_\_\_  
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  
FRIDAY, MARCH 27, 2020

Jeff Knollenberg called the meeting to order at 2:00 p.m.

Members present: Jeff Knollenberg, Andrea Weber, Ray Christianson, John Schneider, Bob Pfeil, and Trustee Lee Uecker.

Others Present: Assistant Village Administrator Kelsey McElroy-Anderson.

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

A motion by Pfeil, seconded by Weber to approve the January 13, 2020 minutes as presented.  
Motion carried 5-0.

Knollenberg read the notice to convene into executive session under Wis. Stats. 19.85(1)(c) when considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility with respect to an appointment of an interim Fire Chief.

A motion by Christianson, seconded by Pfeil to convene into executive session under Wis. Stats. 19.85(1)(c) when considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility with respect to an appointment of an interim Fire Chief.

Upon a roll call vote being taken, the vote was: Aye: 5 Nay: 0. The motion CARRIED. 5-0.

The commission entered into executive session at 2:08 p.m.

A motion by Weber, seconded by Schneider to adjourn the executive session.  
Motion carried 5-0.

**Personnel Changes:**

A motion by Pfeil, seconded by Schneider to acknowledge the following resignations: Chief David Johnsen, Firefighter/Paramedic Travis Giannini, and Firefighter/Paramedic Jennifer Barkow.

Motion carried 5-0.

A motion by Schneider, seconded by Pfeil to not appoint an interim Chief and recommend to the Village Board to continue joint operation with the City of Pewaukee.

Motion carried 5-0.

**Other Topics**

There was consensus to suspend the Lieutenant hiring process until after the pandemic. The Commission would like to meet again in April to discuss the Fire Chief recruitment process.

A motion by Pfeil, seconded by Weber, to adjourn the meeting at 2:42 p.m.  
Motion carried 5-0.

Respectfully submitted,

Kelsey McElroy-Anderson  
Assistant Village Administrator

DRAFT



**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: June 14<sup>th</sup>, 2020  
To: Board of Fire Commissioners, Village Sussex  
From: Boyd Thew, Interim Fire Chief  
RE: BOFC Fire Chief's Report June 2020

## **EMPLOYEE DEVELOPMENT**

<b>2020 SUSSEX FIRE DEPARTMENT TRAINING HOURS</b>					
<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>
529.5	322.3	397.8	365.2	341.8	298.4

(Table represent total training hours for all SFD staff)

- (1) Employee completed State Certification of Fire Fighter II ( Taylor Stark)
- Due to the Covid-19 all classes were put on hold and no further Employees completed classes as of yet this year.
- 2 Employees are enrolled in Paramedic
- 1 Employee is enrolled in EMT Basic
- Ben Videkovich has accepted the role of EMS Coordinator

## **DEPARTMENT NEWS**

- Pierce Ascendant Quint was put into service
- Joint IAP with Pewaukee was dissolved on July 1
- Classes have resumed for Fire and EMS at WCTC

## **CURRENT STAFF**

<b>SFD Personnel by Rank</b>		<b>SFD EMS Certifications</b>	
<b>Chief Officers</b>	<b>2</b>	<b>EMT-Basic</b>	<b>6</b>
<b>Captains</b>	<b>0</b>	<b>EMT-Advanced</b>	<b>5</b>
<b>Lieutenants</b>	<b>2</b>	<b>Paramedic</b>	<b>22</b>
<b>Firefighter</b>	<b>31</b>	<b>No EMS Certification</b>	<b>2</b>
<b>Total</b>	<b>35</b>	<b>Total</b>	<b>35</b>

## **New Staff Hire Recommendations**

Daniel Karinen

## **Resignations**

Ardith Gribble, FF/Paramedic (April 23<sup>rd</sup> 2020)

Nina Sutyak, FF (Oct 20<sup>th</sup> 2019)

Jordan Meka, FF/Paramedic (April 2<sup>nd</sup> 2020)

## **Members coming off of Leave**

Anthony Bilderback, Garret Schaefer, Steven Kimble

## **Current Members on Leave**

Ryan Beattie, Jason Valazquez, Gage Mott, Sean Murphy,  
Frank D'Amico, Justin McMenamin



**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

June 14<sup>th</sup> 2020

To the Honorable  
The Board of Fire Commissioners, Village of Sussex  
N64 W23760 Main Street  
Sussex, WI 53089

Dear Commissioners:

I hereby nominate for the Board of Fire Commission approval and appointment:

**Daniel Karinen**

To the position of Full-Time Firefighter Paramedic with the Sussex Fire Department. This appointment is to fill newly opened full-time positions within the Department.

Respectfully,

*Boyd Thew*

Boyd Thew  
Interim Fire Chief