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AGENDA
VILLAGE OF SUSSEX
BOARD OF FIRE COMMISSIONERS
11:00 AM – AUGUST 5, 2022
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 May 17, 2022.
3. Consideration and possible action on personnel changes
 - a. New hires
 - b. Appointments
 - c. Resignations: Daniel Kinishi
 - d. Personnel issues
4. Consideration and possible action on other items for discussion
 - a. Full-time Lieutenant promotional process and full-time Firefighter/Paramedic recruitment process
5. Topics for future agendas
6. Adjournment

Jeff Knollenberg
Chairperson

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.

MINUTES
VILLAGE OF SUSSEX
SUSSEX, WISCONSIN
BOARD OF FIRE COMMISSIONERS
TUESDAY, MAY 17, 2022

Jeff Knollenberg called the meeting to order at 2:05 p.m.

Members Present: Jeff Knollenberg, Andrea Weber, Ray Christianson, Andrew Wilson, and John Schneider.

Members Excused: Trustee Lee Uecker

Others Present: Assistant Village Administrator Kelsey McElroy-Anderson and Fire Chief Kristopher Grod.

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

Fulltime Firefighter/Paramedic Candidate Interviews

The Commission interviewed the following three candidates for fulltime Firefighter/Paramedic positions: Colin Driscoll, Charles Chambliss, and Karlee Tessmer.

Minutes

A motion by Wilson, seconded by Schneider, to approve the minutes as presented for the meeting held on March 31, 2022. Motion carried 5-0

Personnel Changes

- a. New hires
 - a. Chloe Miller, Paid-on-call
 - b. Forest Rodman, Part-Time
- b. Appointments
 - a. Taylor Wolff, Fulltime Firefighter/Paramedic
- c. Resignations
 - a. Savannah Waller (effective April 25, 2022)
- d. Personnel issues

A motion by Schneider, seconded by Weber, to authorize the new hires and appointments and to acknowledge the resignations as presented.

Motion carried 5-0

Election of Officers

A motion by Schneider, seconded by Wilson to appoint Jeff Knollenberg as the Chairperson, Andrea Weber as the Vice-Chairperson, and John Schneider as the Secretary.

Motion carried 5-0.

Topics for Future Agendas

The Commission would like to discuss the hiring process for the lieutenant position as well as the driver/operator requirement for the fulltime positions at the next meeting.

A motion by Wilson, seconded by Schneider, to adjourn the meeting at 3:05 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

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

Date: July 21, 2022
To: Board of Fire Commissioners, Village of Sussex
From: Kristopher Grod, Fire Chief
RE: Hiring Process Timeline for Full-Time Lieutenant and Full-Time Firefighter/Paramedic Position

Hiring Process Timeline for Full-Time Lieutenant

The Village of Sussex is looking to fill one vacancy for the position of full-time Lieutenant to bring the total number of full-time lieutenants up to the three that are authorized. The proposed promotional process is outlined below.

Recruitment and Application: Internal posting will be made to all full-time firefighter/paramedics with the Village of Sussex Fire Department. All internal full-time department personnel applying for the position of Lieutenant shall submit a letter of intent along with a resume to the Fire Chief. Such resume must include educational and training experience, certifications or degrees received, and relative work experience. Target Date: August 29, 2022

Minimum requirements for Lieutenant:

- Five years of experience in the Fire Service or Emergency Medical Service field in an expanding leadership role, with a minimum of three years serving in the same department as a part-time or full-time member.
- High school diploma or equivalent required. Associates Degree in a related field preferred.
- Valid Driver's License with a good driving record
- Firefighter 2 Certification (Wisconsin Technical College System (WTCS) Board or IFSAC Accredited), Driver/Operator Pumper Certification (WTCS Board or IFSAC Accredited), Driver/Operator Aerial Certification (WTCS Board or IFSAC Accredited), Emergency Services Instructor 1 Certification (WTCS Board or IFSAC Accredited), and Fire Inspector 1 Certification (WTCS Board or IFSAC Accredited).
- Hazardous Materials Operations Certificate.
- Fire Officer 1 Certification or obtained the minimum training and education requirements as specified by Wisconsin Safety and Professional Services (SPS) Chapter 330 Fire Department Safety and Health Standards 330.08(3):
 - A fire officer course approved by the WTCS Board.
 - An approved state apprenticeship program.
 - An in-house training program approved by the technical college system board.
 - NFPA 1021: Standard for Fire Officer Qualifications.

- Current Paramedic license.
- National Incident Management System (NIMS) Incident Command System (ICS) 100, 200, 300, 700, and 800 Certifications.
- Additional certifications specific to assigned responsibilities may be required.
- * **Minimum Requirements must be met at the time of appointment.**

Recruitment and Letter of Intent: Target Date: August 29, 2022

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: Week of September 5th.**

Practical Assessment Center: Qualified Lieutenant candidates will be invited to take the practical assessment center consisting of incident management scenarios, personnel counseling scenarios, and public education or firefighter training scenarios. **Target Date: Week of September 5th.**

Conditional Offer of Employment: Final Candidate will receive a conditional offer of employment. **Target Date: Week of September 12th.**

Recommendation of Candidate to Board of Fire Commissioners: The Fire Chief will present his recommendation of hiring a Lieutenant. **Target Date: Week of September 12th.**

Hiring Process Timeline for Full-Time Firefighter/Paramedic

The Village would like to hire up to five full-time Firefighter/Paramedics to bring the total number of full-time Firefighter/Paramedics up to nine.

Recruitment and Application: The 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. Candidates who anticipate completing a required certification by the date of Board of Fire Commission appointment, which is anticipated to be in late October, will be considered. **Target Date: September 16, 2022**

- Minimum requirements for Full-time Firefighter/Paramedic:
 - 18 years of age or older.
 - High School Diploma, GED, or HSED
 - Valid Driver's License with a good driving record
 - Firefighter 1 Certification (Wisconsin Technical College System (WTCS) Board, IFSAC or Pro Board Accredited)
 - Hazardous Materials Operations Certificate.

- Current Paramedic license.
- Driver/Operator Pumper Certification (WTCS Board or IFSAC Accredited) – *See attached memo.*
- National Incident Management System (NIMS) Incident Command System (ICS) 100, 200, 700, and 800 Certifications.
- Preferred certifications include:
 - Firefighter 2 Certification (WTCS Board or IFSAC Accredited).
 - Driver/Operator Aerial Certification (WTCS Board or IFSAC Accredited)
 - Fire Inspector I Certification (WTCS Board or IFSAC Accredited)

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: Week of September 26th**

Fire Commission Candidate Interviews: Finalists will be scheduled for an interview with the Board of Fire Commission and Village Administrator. This will be an opportunity for the Commissioners to inform the Fire Chief if they have concerns with any of the candidates. The candidates will be asked to talk about their background and experience as a five-minute introduction. Based on feedback from the last recruitment, Kelsey will work with one of the Commissioners to develop a list of questions that can be asked if there is available time after the candidate completes the introduction. **Target Date: Week of October 3rd.**

Background Investigation: The top candidates will complete a background investigation through Waukesha County Sheriff's Department. **Target Date: Week of October 10th.**

Psychological, and Medical Examination: The top candidates will complete a Psychological, and Medical Examination. **Target Date: Week of October 17th**

- 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: Week of October 24th



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: July 28, 2022

To: Board of Fire Commissioners, Village of Sussex

From: Kristopher Grod, Fire Chief

RE: Recommendation on Removal of Certified Driver/Operator Pumper from Hiring Requirement

Gone are the days that Wisconsin fire departments receive an influx of applications from motivated recruits. Becoming a firefighter is a difficult endeavor, and the hiring process is intentionally rigorous. Candidates need to fall within age minimums, meet physical fitness requirements, pass criminal background checks, and undergo a psychiatric exam, among other things.

A noble calling that was once highly desirable is now suffering from an epidemic like none it's ever seen. Recruitment numbers have consistently trended downward, and departments have resorted to lowering their hiring requirements, incentivizing lateral transfers. The Village of Sussex Fire Department is looking to change Certified Driver/Operator Pumper (IFSAC/Pro-Board) as a minimum requirement to a preferred certification or achieve within 12 months of appointment. Currently, all seven of our current full-time firefighter/paramedics are Driver/Operator Pumper trained, along with seventeen of our part-time employees.

Making this change will put us on par with the hiring requirements of similar fire departments in our area that employ full-time and part-time employees and may increase the number of applications we receive. Currently, Grafton Fire Department, Port Washington Fire Department, and Western Lakes Fire District are hiring and do not require Certified Driver/Operator Pumper.

Port Washington:

Qualifications

- U.S. Citizen, graduation from high school or equivalent, and post high school education with emphasis in fire protection and/or Emergency Medical Services.
- No felony convictions, vision correctable to 20/20, good verbal and written communication skills, clear and concise speech, and the ability to perform essential functions of this position.
- Applicants shall have the following certifications/licenses at time of application:
 - WI Firefighter Level I (or reciprocity with IFSAC certificate)
 - ICS 100, 200, 700, and 800
 - WI EMT-Paramedic (or reciprocity with NREMT-Paramedic)
 - Valid Wisconsin Driver's License. An Associate Degree in Fire Protection Technician or Fire-Medic is preferred, but not necessary.
 - One (1) year of firefighting/ EMS experience in a municipality is recommended.
- Applicants shall be required to have the following certifications as soon as possible after employment:
 - WI Firefighter Level 2, and
 - WI Driver/Operator-Pumper (or reciprocity with IFSAC certificate)

Grafton:

Required Qualifications with Certification/License:

- High School Diploma or GED
- Wisconsin Certified Paramedic
- Wisconsin Certified Firefighter 1
- Valid State of Wisconsin Driver License

Preferred but not required, additional Certifications, Education and Experience:

- Firefighter 2
- Driver Operator: Pumper
- Driver Operator: Aerial
- Fire Inspector 1
- Emergency Service Instructor 1
- Emergency Service Instructor 2
- Fire Officer 1
- Fire Officer 2

Western Lakes Fire District:

Successful candidates will minimally possess the following qualifications at time of hire:

- Certified Firefighter I and II
- Current National Registry or State of Wisconsin Emergency Medical Technician—Paramedic
- NIMS ICS: (100, 200)
- A valid driver's license (WI by time of appointment)
- Residence within 15 miles of District boundaries within six (6) months of hire

Required qualifications within one year include:

- IFSAC/Pro-Board Driver Operator
- State of Wisconsin Critical Care Paramedic
- Certified Fire Inspector I

Required qualifications within two years include:

- IFSAC/Pro-Board Driver Operator—Aerial
- Fire or Emergency Services Instructor
- NIMS ICS: (700, 800)
- Continuing Education—Bluecard, COLA, and other job specific certifications