



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**  
**4:00 PM – DECEMBER 4, 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 September 4, 2024.
3. Meet and greet with full-time Firefighter/Paramedic candidates
4. Consideration and possible action on the Fire Chiefs report
5. Consideration and possible action on personnel changes
  - a. New hires
    - i. Kian Leonard, full-time firefighter/Paramedic
    - ii. Zach Petrov, full-time firefighter/Paramedic
    - iii. Weston Beske, full-time firefighter/EMT-Basic
  - b. Appointments
  - c. Resignations
    - i. Devon Godager
  - d. Personnel issues
6. Consideration and possible action on other items for discussion
7. Topics for future agendas
8. Adjournment

Jeff Knollenberg  
 Chairperson

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Kristopher Grod  
 Fire Chief

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.

DRAFT  
MINUTES  
VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN  
BOARD OF FIRE COMMISSIONERS  
WEDNESDAY, SEPTEMBER 4, 2024

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

Members Present: Jeff Knollenberg, Andrew Wilson, Andrea Weber, John Schneider, Lee Uecker, and Matthew Mertens (arrived at 2:30 p.m.).

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

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

**Minutes**

A motion by Wilson, seconded by Knollenberg, to approve the minutes as presented for the meeting held on May 8, 2024. Motion carried 4-0

**Meet and Greet**

The BOFC met with the following fulltime Firefighter/EMT candidate: Fateh Brennan.

**Fire Chief's Report**

Chief Grod presented the Fire Chief's Report.

**Personnel Changes**

- a. New hires
  - a. Fateh Brennan, Fulltime Firefighter/Paramedic
  - b. John Savorias, Part-Time Firefighter/EMT
- b. Appointments
- c. Resignations
  - a. Zach Brandmeier
  - b. Brandon Bergner
  - c. Dan Karinen
  - d. Mike Simonis
  - e. Taylor Zeker
  - f. Nick Thompson
  - g. Caitlin Rouka
  - h. Alex Mross
  - i. Brandon Brandemuehl
- d. Personnel issues

A motion by Weber, seconded by Schneider, to authorize the new hires and appointments conditioned upon all administrative procedures and contingencies being met and acknowledge the resignations as presented. Motion carried 4-0

**Officer Elections**

A motion by Wilson, seconded by Weber, to appoint Knollenberg as Chair, Wilson as Vice Chair, and Schneider as Secretary. Motion carried 4-0

Commissioner Mertens joined the meeting at 2:30.

**Other Items for Discussion**

None

**Topics for Future Agendas**

None

**Fire Chief's Report**

Chief Grod presented the Fire Chief's Report.

A motion by Schneider, seconded by Weber, to adjourn the meeting at 2:42 p.m.

Motion carried 4-0

Respectfully submitted,  
Kelsey McElroy-Anderson  
Assistant Village Administrator



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**FULLTIME FIREFIGHTER/EMT ELIGIBILITY LIST**  
**APPROVED MARCH 7, 2024**  
**AMENDED ON MAY 8, 2024**  
**VALID FOR 6 MONTHS FROM ORIGINAL APPROVAL DATE**

The below names are *not* ranked and are in no particular order. The Fire Chief has authority to hire from this list at his discretion.

- Eric Roos
- Peter Kroening
- Allison Slaski
- Jacob Belongia



**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: November 15, 2024**  
**To: Village of Sussex Board of Fire Commission**  
**From: Kristopher Grod, Fire Chief**  
**RE: Fire Chief's Report November 2024**

**EMPLOYEE DEVELOPMENT**

2024 SUSSEX FIRE DEPARTMENT TRAINING HOURS											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
145.0	147.5	143.5	144.0	146.25	143.75	145.0	144.0	148.0	145.0		

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

**Average Response Times 2024:** (For emergency responses, time of notification to arrival on scene)

Month	EMS	Fire	Month	EMS	Fire
January	4:40	5:19	July	4:48	5:32
February	4:47	5:18	August	4:36	5:17
March	4:58	5:55	September	4:51	5:24
April	4:50	5:37	October	4:34	5:33
May	4:43	5:28	November		
June	4:54	5:36	December		

**CURRENT STAFF**

SFD Personnel by Rank	
Chief	1
Deputy Chief	2
Lieutenant	4
Firefighter	22
Recruit	5
<b>Total Members</b>	<b>33</b>

SFD Certifications		
Certification Name	Members Certified	Percentage of Members Certified to That Level
Firefighter I	31	94%

<b>Certification Name</b>	<b>Members Certified</b>	<b>Percentage of Members Certified to That Level</b>
Firefighter II	22	66%
Driver/Operator - Pumper	22	66%
Driver/Operator - Aerial	17	51%
Emergency Services Instructor I	10	30%
Emergency Services Instructor II	1	3%
Fire Officer I	13	39%
Fire Officer II	1	3%
Fire Inspector	12	36%
No Fire Certifications	2	6%
EMT-Basic	8	24%
EMT-Advanced	2	6%
EMT-Paramedic	14	42%
Critical Care Paramedic	5	15%
No EMS Certifications	4	12%
ICS 100	33	100%
ICS 200	26	79%
ICS 300	8	24%
ICS 400	4	12%
ICS 700	33	100%
ICS 800	18	54%
Haz Mat Awareness	0	0%
Haz Mat Operations	26	79%
Haz Mat Technician	3	9%
Haz Mat Specialist	1	3%

## 2024 STATISTICS

<b>Incident Type Summary</b>	<b>January 1, 2024, through October 31,, 2024</b>	
<b>Incident Type</b>	<b>Count</b>	<b>Percentage of Total</b>
Fire	33	3.2%

Overpressure Rupture, Explosion, Overheat (No Fire)	0	0%
Rescue and Emergency Medical Service (EMS) Incidents	742	73.9%
Hazardous Condition (No Fire)	15	1.7%
Service Call	79	7.5%
Good Intent Call	66	6.2%
False Alarm and False Call	67	7.0%
Severe Weather and Natural Disaster	2	0.5%
Special Incident Type	0	0%
<b>Total</b>	<b>1,004</b>	<b>100%</b>

**Mutual Aid Given – EMS**

Lisbon – 11  
Menomonee Falls – 27  
Pewaukee – 13  
New Berlin – 1  
Merton – 1

**Mutual Aid Received - EMS**

Lisbon – 22  
Menomonee Falls – 2  
Merton – 2  
Pewaukee – 3

**Mutual Aid Given – Fire**

Lisbon – 12  
Western Lakes – 3  
Waukesha (Village) – 1  
Germantown - 2  
Southern Ozaukee - 1  
Lake Country – 2  
Hartland – 1  
Pewaukee – 2  
Menomonee Falls – 2  
Mukwonago – 1  
Brookfield (Town) – 2  
Brookfield (City) – 1  
Richfield – 1  
Waukesha (City) – 1

**Mutual Aid Received - Fire**

Merton – 7  
Pewaukee – 3  
Lisbon – 16  
Menomonee Falls – 3  
Richfield – 2  
Hartland – 1

**Calls Totals Per Shift**

Red Shift - 338  
Blue Shift - 310  
Green Shift – 356

**Resignations From Department:**

- Devin Godager

**Returned From Leave of Absence:**

- N/A

**Current Members on Leave of Absence:**

- Ryan Hubley, Jason Langland, Caleb Lossman

**New Hire Recommendations:**

- None

**Fire Department Highlights:**

- Stuff a Truck Food Drive – 8/17
- Sussex Area Service Club (Presentation on IRSS Ice Rescue Sled – 8/19
- Momentum Early Learning PR Event – 8/27
- Blood Pressure Check at the Civic Center – 8/26, 9/23, & 10/28
- Kelmann Restoration cleaning of apparatus seats – 9/4
- Budget Meetings – 9/4, 9/10, & 10/22
- Hamilton School District Response Plan Meeting – 9/11
- Waukesha County Fire Chiefs Meeting – 9/11
- Touch a Truck – 9/14
- Incident Safety Officer (Blackhawk Technical College) – 9/18 & 9/19 (Lieutenant Wolff)
- Pints in the Park – 9/19
- Maple Avenue School PR Event – 9/20
- Noah’s Ark PR Event – 10/7
- Faith Lutheran PR Event (Fire Station) – 10/8
- Spooky Sussex – 10/18
- Wisconsin State Fire Chiefs Fall Educational Conference (Madison) – 10/16, 10/17, & 10/18 (Chief Grod)
- Quad Graphics Daycare PR Event – 10/22