



N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5200
Email: info@sussexwi.gov
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AGENDA
VILLAGE OF SUSSEX
BOARD OF FIRE COMMISSIONERS
4:00 PM – JANUARY 13, 2025
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 December 4, 2024.
3. Consideration and possible action on the Fire Chiefs report
4. Consideration and possible action on personnel changes
 - a. New hires
 - i. Emma Ellis, part-time firefighter/EMT-Basic
 - ii. Kristin Pennycuff, part-time firefighter/EMT-Basic
 - b. Appointments
 - c. Resignations
 - i. Zach Pratt
 - d. Personnel issues
5. Consideration and possible action on other items for discussion
6. Topics for future agendas
7. Adjournment

Jeff Knollenberg
Chairperson

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, DECEMBER 4, 2024

Jeff Knollenberg called the meeting to order at 4:02 p.m.

Members Present: Jeff Knollenberg, Andrew Wilson, and Matthew Mertens.

Others Present: Fire Chief Kristopher Grod.

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 September 4, 2024. Motion carried 3-0

Meet and Greet

The BOFC met with Weston Beske, a full-time Firefighter/EMT candidate, and Kian Leonard, a full-time Firefighter/Paramedic candidate.

Fire Chief's Report

Chief Grod presented the Fire Chief's Report.

Personnel Changes

- a. New hires
 - a. Kian Leonard, Full-Time Firefighter/Paramedic
 - b. Weston Beske, Full-Time Firefighter/EMT
- b. Appointments
- c. Resignations
 - a. Devon Godager
- d. Personnel issues

A motion by Mertens, seconded by Wilson, to authorize the new hires and appointments conditioned upon all administrative procedures and contingencies being met and acknowledge the resignations as presented. Motion carried 3-0

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 Mertens, seconded by Knollenberg, to adjourn the meeting at 5:04 p.m.
Motion carried 3-0

Respectfully submitted,
Kristopher Grod
Fire Chief

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: January 6, 2025

To: Village of Sussex Board of Fire Commission

From: Kristopher Grod, Fire Chief

RE: Fire Chief's Report January 2025

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	142.5	144.75

(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	4:46	5:29
June	4:54	5:36	December	4:49	5:27

CURRENT STAFF

SFD Personnel by Rank	
Chief	1
Deputy Chief	2
Lieutenant	4
Firefighter	24
Recruit	5
Total Members	36

SFD Certifications		
Certification Name	Members Certified	Percentage of Members Certified to That Level
Firefighter I	34	94%

Certification Name	Members Certified	Percentage of Members Certified to That Level
Firefighter II	23	64%
Driver/Operator - Pumper	23	64%
Driver/Operator - Aerial	16	44%
Emergency Services Instructor I	10	28%
Emergency Services Instructor II	1	2%
Fire Officer I	12	33%
Fire Officer II	1	2%
Fire Inspector	12	33%
No Fire Certifications	2	5%
EMT-Basic	11	30%
EMT-Advanced	2	5%
EMT-Paramedic	14	39%
Critical Care Paramedic	5	14%
No EMS Certifications	4	11%
ICS 100	36	100%
ICS 200	27	75%
ICS 300	8	22%
ICS 400	4	11%
ICS 700	36	100%
ICS 800	19	53%
Haz Mat Awareness	0	0%
Haz Mat Operations	29	80%
Haz Mat Technician	3	8%
Haz Mat Specialist	1	2%

2024 STATISTICS

Incident Type Summary	January 1, 2024, through December 31, 2024	
Incident Type	Count (2023)	Percentage of Total
Fire	39 (33)	3.2%

Overpressure Rupture, Explosion, Overheat (No Fire)	1 (1)	0%
Rescue and Emergency Medical Service (EMS) Incidents	888 (827)	73.9%
Hazardous Condition (No Fire)	23 (25)	1.7%
Service Call	99 (85)	7.5%
Good Intent Call	83 (80)	6.2%
False Alarm and False Call	76 (77)	7.0%
Severe Weather and Natural Disaster	2 (0)	0.5%
Special Incident Type	0 (0)	0%
Total	1,211 (1,128)	100%

Mutual Aid Given – EMS

Lisbon – 11
Menomonee Falls – 32
Pewaukee – 14
New Berlin – 1
Merton – 5

Mutual Aid Received - EMS

Lisbon – 22
Menomonee Falls – 3
Merton – 3
Pewaukee – 10

Mutual Aid Given – Fire

Lisbon – 12
Western Lakes – 3
Waukesha (Village) – 1
Germantown - 2
Southern Ozaukee - 1
Lake Country – 2
Hartland – 2
Pewaukee – 4
Menomonee Falls – 5
Mukwonago – 1
Brookfield (Town) – 3
Brookfield (City) – 1
Richfield – 1
Waukesha (City) – 1
Merton – 2

Mutual Aid Received - Fire

Merton – 8
Pewaukee – 6
Lisbon – 16
Menomonee Falls – 5
Richfield – 3
Hartland – 1
Lake Country – 1

Calls Totals Per Shift

Red Shift – 403
Blue Shift – 382
Green Shift – 426

Resignations From Department:

- Zach Pratt

Returned From Leave of Absence:

- N/A

Current Members on Leave of Absence:

- Ryan Hubley, Jason Langland, Caleb Lossman

New Hire Recommendations:

- Emma Ellis
- Kristin Pennycuff

Fire Department Highlights:

- Veteran's Day Luncheon – 11/8/2024
- Peace Lutheran Academy Fire Station Tour – 11/15/2024
- Christmas Tree Lighting – 12/6/2024

Fire Inspections Completed:

- 1,012 with 352 violations found



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Kristopher Grod
Fire Chief
Fire Station - *Business*
262-246-5235
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January 6, 2025

To the Honorable
The Board of Fire Commissioners, Village of Sussex
N64W23760 Main Street
Sussex, WI 53089

Dear Commissioners:

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

Emma Ellis

To the Position of Part-Time Firefighter/EMT-Basic with the Sussex Fire Department. This appointment is to fill existing vacancies and will be effective January 13, 2025.

Respectfully,

Kristopher Grod
Fire Chief



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January 6, 2025

To the Honorable
The Board of Fire Commissioners, Village of Sussex
N64W23760 Main Street
Sussex, WI 53089

Dear Commissioners:

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

Kristin Pennycuff

To the Position of Part-Time Firefighter/EMT-Basic with the Sussex Fire Department. This appointment is to fill existing vacancies and will be effective January 13, 2025.

Respectfully,

Kristopher Grod
Fire Chief