



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

**PUBLIC SAFETY & WELFARE COMMITTEE
VILLAGE OF SUSSEX
6:00 P.M. TUESDAY, FEBRUARY 18, 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 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 September 17, 2024.
3. Discussion and possible action on Police Items.
 - A. Police Chief's Report.
 - B. Request for no parking on Sussex Road between Silver Spring Drive and the first driveway to Nature's Path on the east side of the road.
4. Discussion and possible action on Fire Items.
 - A. Fire Chief's Report.
 - B. Intermunicipal Agreement to share training equipment between communities.
 - C. Intermunicipal Agreement with Village of Merton for ALS intercepts.
5. Adjournment.

Stacey Riedel
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 and Welfare Committee of
September 17, 2024**

1. Roll Call:

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

Members present: Kasey Fluet, Ron Wells, Ben Jarvis

Members absent: Stacy Riedel

Also present: Fire Chief Kris Grod, Police Captain Lisa Panas, Administrator Jeremy Smith

2. Consideration and possible action on minutes:

A motion by Jarvis, seconded by Wells to approve the December 5, 2023, January 16, 2024, and January 30, 2024 minutes as presented. Motion carried 3-0

3. Police Items:

A. Police Chief's Report

Captain Panas summarized the report included in the meeting packet.

B. Flock Camera Usage Report

Captain Panas summarized the report included in the meeting packet.

C. 2025-2027 Contract Police Citation Services

Motion by Jarvis, seconded by Fluet to recommend approval of the 2025-2027 Contract for Police Citation Services with Village of Lisbon, Village of Merton, and Town of Delafield. Motion carried 3-0

4. Fire Items:

A. Fire Chief's Report

Chief Grod summarized the report included in the meeting packet.

B. Resolution 24-15

Motion by Jarvis, seconded by Wells to recommend approval of the Damage Assessment MOU with Waukesha County. Motion carried 3-0

5. Sled Bugs Snowmobile Club:

A motion by Jarvis, seconded by Fluet to recommend approval of the request by the Sled Bugs to use Village trails for the snowmobile season. Motion carried 3-0

6. Adjournment

A motion by Jarvis, seconded by Fluet to adjourn the meeting at 6:24p.m. Motion carried 3-0

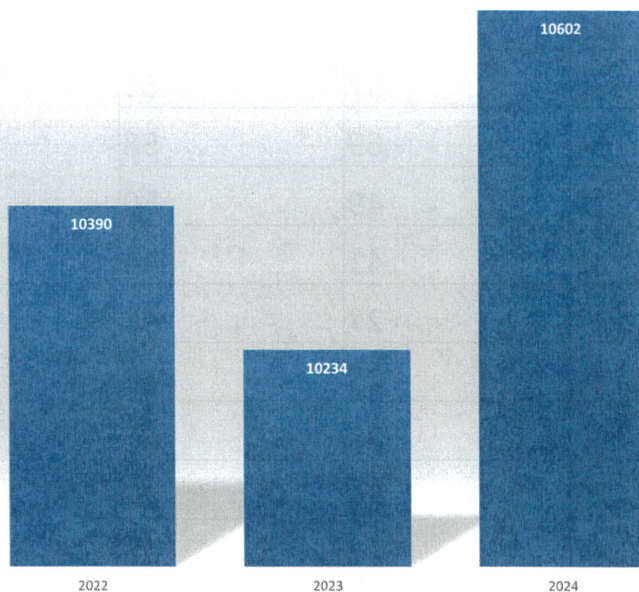
Respectfully submitted,

Jeremy Smith
Village Administrator



February 2025 Northeast Substation

Total Calls wo Bld Ck



2025 STAFF

Captain Lisa Panas
Detective C. LaFleur
Deputy B. Petersen
Deputy C. Staat
Deputy K. Steger

Lieutenant Cory Farrell
Deputy J. Belfiori
Deputy S. Bertschy
Deputy A. Arteaga
Deputy B. Kromrey

Deputy Z. Bell
Deputy W. Becker
Deputy N. Gerrits
Deputy L. Estes SRO

WAUKESHA COUNTY

DRUG

TAKEBACK

Expired
~
Unused

SATURDAY
APRIL 26, 2025
10 am—2 pm

metro
market
SUSSEX

**MEDICATIONS,
SHARPS & NEEDLES**

**COLLECTED
BY PHARMACY STAFF**

Sponsored by: The Waukesha County Sheriff Department

2024 Sussex Public Safety Building
Collection Box Total
514 pounds

Violation	2022	2023	2024
TRAFFICSTOP	3104	2966	3125
ACC	198	169	235
PR1ASST	157	185	205
WELLCK	131	155	127
FRAUD	69	81	82
JUVENILE	93	74	81
DISPUTE	67	57	66
THEFT	64	69	58
RETAILTHEFT	29	49	50
DC	38	41	44
HARASS	27	27	40
MAINPEACE	29	35	28
DOMESTIC	32	21	27
REPO	25	24	27
DRUG	31	27	26
WARRANTSER	34	21	25
THREATS	31	22	24
ORDVIOL	12	6	16
SEXASSAULT	6	9	12
NEIGHDISP	15	13	12
OAWI	24	18	11
BURGLARY	5	4	6
FLOCK	na	2	5
FIGHT	3	4	3
Grand Total	4224	4079	4335



Office of the Sheriff
North East Public Safety

Captain Lisa Panas
Lieutenant Cory Farrell

Sheriff Eric Severson

M E M O R A N D U M

To: Public Safety Committee

From: Captain Lisa Panas

Re: No Parking Zone

Date: 02/18/2025

We have received a complaint regarding a potential traffic issue caused by parked vehicles in front of Natures Path on Sussex Road, just north of County Hwy VV.

Law enforcement has observed the area on six separate occasions. Vehicles are parked in this location for various reasons, which can create safety concerns for motorists, particularly for semi-trucks. When vehicles are parked in this area, semi-trucks turning northbound onto Sussex Road from County Hwy VV are forced to veer into oncoming southbound traffic. Additionally, vehicles often stop in this location to drop off or pick up individuals, causing northbound traffic to halt as well.

Traffic in this area is generally low to moderate, with a significant portion consisting of trucks due to the industrial nature of the surroundings. There is ample parking available for employees, visitors, vendors, and other individuals in the parking lots associated with nearby businesses.

I recommend that we designate the east side of Sussex Road (northbound), from County Hwy VV to the parking entrance of Natures Path, as a No Parking, Standing, Stopping, or Loading zone. Implementing this change would help alleviate the identified issues.

Respectfully Captain Panas

Redemption Fitness



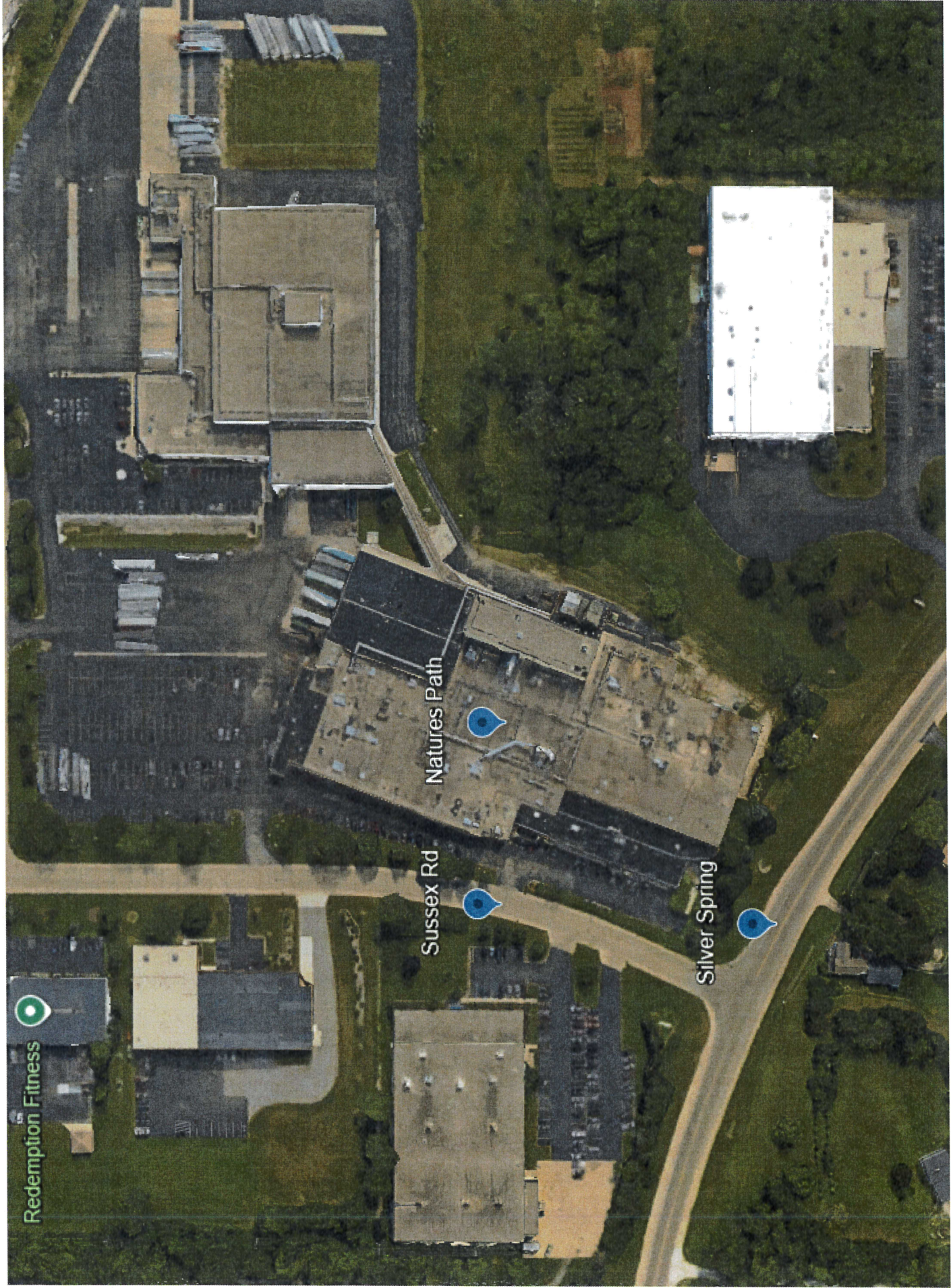
Sussex Rd



Natures Path



Silver Spring



Lisa Panas

From: Dawn Kubiak <dkubiak@naturespath.com>
Sent: Tuesday, December 17, 2024 1:28 PM
To: Lisa Panas
Cc: Cesar Compean; Brett Hazard; Dawn Kubiak
Subject: request for No Parking in front of our building
Attachments: No Parking Proposal 12.17.2024.pdf

You don't often get email from dkubiak@naturespath.com. [Learn why this is important](#)

CAUTION: This email originated from an unverified external source. Verify the legitimacy of the email before clicking links or opening attachments. If you believe this email is malicious in nature, please report it by using the Phish Alert button in Outlook.

Captain Panas:

As we discussed over the phone, Nature's Path Foods is requesting the Village of Sussex put a "No Parking" restriction in place on Sussex Road by our front parking lot. We recently have done some work to our parking lot for safety/drainage reasons and now have a separate front parking lot and a back parking lot. We have ample parking for our employees in the back, and have front parking for our disabled employees, contractors, and visitors. QuadMed also has a large parking lot for their employees and visitors.

We are requesting the restriction as a safety concern. Cars being parking on the street along the front of our building are making it very difficult for people exiting our front parking lot to see oncoming cars and trucks coming from Silver Spring Drive. There are a large number of semi-trucks that travel down Silver Spring Drive to Sussex Road to provide deliveries to our plant as well.

We are very concerned that cars leaving our parking lot are at risk for being hit by oncoming traffic without much visibility to react until it is too late. The danger is greater attempting to turn left on Sussex Road to access Silver Spring Drive and we are concerned it will be a matter of time before someone is t-boned and seriously injured.

We operate 24 hours a day/7 day a week with varying start and stop times due to different department needs so we would request that the "No Parking" restriction would be in force at all times to ensure the safety of any cars leaving our front parking lot. Most of our employees work 6 am to 6 pm or 6 pm to 6 am so we do have employees coming onto shift prior to the other shift leaving causing quite a bit of traffic.

I have attached a map of the area and marked in red the parking restrictions we are requesting.

Please review the area and if you agree to move this request forward to the Sussex Village board, we will plan on attending the 2/18/2025 planning meeting.

I appreciate your time and attention on this matter.

Best regards,

Dawn M. Kubiak
Manager, People & Culture - Sussex
People & Culture
Nature's Path Organic Foods ,

tel 262 246 7535 cell 411-200-0002

fax 262 246 7553

dkubiak@naturespath.com

W227 N6088 Sussex Rd, Sussex WI, 53089, USA

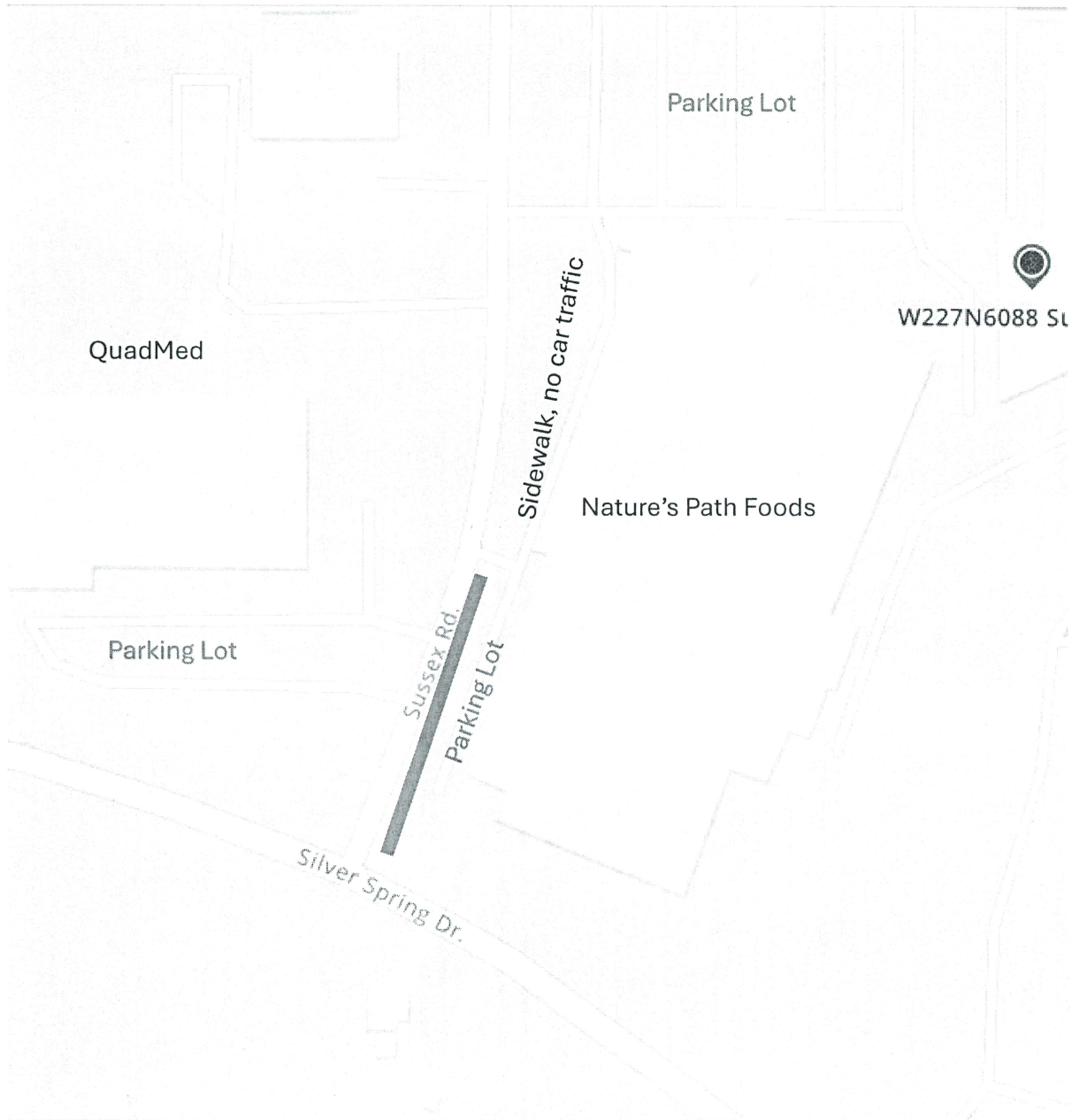
naturespath.com [careers](#) [linkedin](#) [instagram](#) [facebook](#)

"Always leave the earth better than you found it." — Rupert Stephens



**DO ♥ GOOD
EAT WELL
TOGETHER**

"Always leave the earth better than you found it." - Rupert Stephens



No Parking restriction request



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: February 12, 2025

To: Village of Sussex Public Safety & Welfare Committee

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

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

INTERGOVERNMENTAL COOPERATION AGREEMENT FOR OWNERSHIP AND OPERATION OF A FORCIBLE ENTRY TRAINING PROP AND FLATBED TRAILER

This Intergovernmental Cooperation Agreement (this “Agreement”), is made and entered into as of the date identified on the signature page below (“Effective Date”), by and among the Town of Brookfield (the “Town”) and each of the municipalities identified as a signatory on the signature page below.

RECITALS

WHEREAS, each party operates a municipal or volunteer fire department in the State of Wisconsin responsible for providing fire protection and emergency services;

WHEREAS, the parties recognize the mutual benefits of sharing training equipment to enhance personnel readiness and operational efficiency; and

WHEREAS, the parties desire to enter into this Agreement regarding the acquisition and use of a forcible entry training prop and flatbed trailer (collectively, the “Equipment”) to improve training capabilities.

NOW, THEREFORE, in consideration of the mutual promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Purpose; Authority.** The purpose of this Agreement is to outline the terms and conditions for the acquisition, ownership, operation, maintenance, and cost sharing of the Equipment among the parties. This Agreement is entered into pursuant to Wis. Stat. § 66.0301, which permits municipalities and public entities to cooperate for the mutual exercise of their powers and duties.

2. **Acquisition of Equipment.**

a. **Selection and Purchase.** The parties shall jointly select the Equipment for purchase. The Equipment shall meet specifications agreed upon by all parties. The total cost of the Equipment is estimated at \$ [REDACTED]. Each party shall contribute an equal share of the Equipment’s actual cost by making payment to the Town within 60 days of the selecting the Equipment, or earlier date if required by the Equipment’s vendor. The Town shall act as the fiscal agent for the acquisition process and ensure payment to the Equipment vendor(s). Records of expenditures shall be maintained and made available to all parties upon request.

b. **Ownership; Storage.** The Equipment shall be jointly owned by the parties, with each party holding an equal ownership interest. If the Equipment cannot be titled in the name of all the parties, then the Equipment shall be titled in the name of the Town. If the Equipment is being utilized by the Town or not being used by any party, then the Equipment shall be stored at the Town of Brookfield, 645 North Janacek Road, Brookfield, Wisconsin 53045 under the care of Town’s Fire Department. If the Equipment is being utilized by a party other than the Town, then

the Equipment shall be stored at the fire department of such party. At all times when the Equipment is not being utilized for training purposes, the party possessing the Equipment shall store the Equipment indoors to prevent exposure to outside elements.

3. Use; Transportation.

a. **Scheduling Use.** The parties shall coordinate usage of the Equipment through a shared scheduling system, managed by the Town. Scheduling conflicts shall be resolved based on a rotational priority established by the Town or mutual agreement of all parties.

b. **Transportation.** Each party shall be responsible for transporting the Equipment to and from its training site. Transportation costs and liability for damages during transport shall be borne by the transporting party.

c. **Damage Responsibility.** The party in possession of the Equipment at the time that damage to the Equipment occurs shall immediately notify the other parties of such damage and assume financial responsibility for the necessary repairs to, or replacement of, the Equipment.

4. **Maintenance; Insurance.** The parties shall equally share the costs of routine maintenance for the Equipment. Maintenance schedules and vendors shall be agreed upon by the parties. Non-routine repairs shall require approval from a majority of the parties and the costs shall be equally shared unless the damage is attributable to a specific party, in which case that party shall cover the full cost of such repairs. The Town shall Insurance. Each party shall maintain appropriate insurance coverage for the Equipment. The cost of the insurance shall be shared equally by the parties, and each party shall pay their respective share of the insurance to the Town within 60 days of receiving an invoice from the Town, including liability, theft, and damage coverage.

5. **Term; Termination.** This Agreement shall remain in effect for an initial term of five years from the Effective Date, and thereafter renew for successive five-year terms -unless all parties otherwise agree in writing. This Agreement may be terminated earlier at any time by mutual agreement signed by ~~of a~~ all parties. Upon termination, the Equipment shall be appraised and sold, with the proceeds divided equally among the parties. Any party may withdraw from this Agreement with 90 days' prior written notice to the other parties. Upon withdrawal, the remaining parties shall determine the future use and ownership of the Equipment, and the withdrawing party shall not be entitled to any proceeds following the sale of the Equipment.

~~6.~~ **Miscellaneous Provisions.** This Agreement may only be amended in writing and signed by all parties. This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin. If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect. This Agreement constitutes the entire agreement between the parties and supersedes any prior understandings or agreements related to the Equipment. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Except for amending or terminating this Agreement, all actions

authorized under this Agreement may be performed and carried out by the parties' respective fire chiefs or the fire chief's designee.

~~7. [Signature Page to Follow]~~

Dated as of the latest date signed below.

Town of Brookfield

By: _____

ATTEST:

Name: _____

By: _____

Title: _____

Title: _____

Date: _____

Town/Village/City of _____

By: _____

ATTEST:

Name: _____

By: _____

Title: _____

Title: _____

Date: _____

Town/Village/City of _____

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Title: _____

Title: _____

Date: _____

Town/Village/City of _____

By: _____

ATTEST:

Name: _____

By: _____

Title: _____

Title: _____

Date: _____



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

February 12, 2025

Village of Sussex Public Safety and Welfare Committee Members,

The Village of Sussex Fire Department is seeking to purchase a new forcible entry door prop aimed at improving firefighter proficiency in breaching doors during emergency situations. This purchase will be shared among several departments: the Town of Brookfield Fire Department, Village of Merton Fire Department, Village of Waukesha Fire Department, Mukwonago Fire Department, Vernon Fire Department, and Kettle Moraine Fire District.

These props are designed to replicate various residential and commercial door configurations, including different locking mechanisms, materials, and security features. Effective forcible entry techniques are essential for rapid access to fire victims during structural fires. Traditional training methods often lack the realism needed to prepare firefighters for the challenges of breaching different types of doors in real-life scenarios.

Benefits:

1. **Realistic Training:** Allows firefighters to practice a wide range of forcible entry techniques on doors that resemble real-life situations.
2. **Improved Skill Development:** Focuses training on techniques such as prying, kicking, and cutting through locks.
3. **Enhanced Safety:** Provides a controlled environment for practicing techniques without risking damage to actual property.
4. **Versatile Training Scenarios:** Simulates various emergency situations, including forced entry through locked doors, secured buildings, and complex door configurations.

Our goal is to integrate the new prop into existing forcible entry drills, ensuring that firefighters encounter a variety of door types and locking mechanisms. We will also develop dedicated training modules focusing on specific forcible entry techniques using the new prop and conduct periodic assessments to monitor firefighter proficiency with it and identify areas for improvement.

Respectfully Submitted,

Kristopher Grod
Fire Chief

Advanced Life Support Agreement

VILLAGE OF SUSSEX and the VILLAGE OF MERTON desire to demonstrate their commitment to providing the best possible care to their patients by entering into this Advanced Life Support Intercept Agreement.

VILLAGE OF SUSSEX agrees to provide the VILLAGE OF MERTON with Advanced Life Support (ALS) intercept service when requests such service and has resources available to provide an ALS intercept. When such response is requested and provided to the VILLAGE OF MERTON recipients of Medicare, Medicare HMO, Medicaid, Medicaid HMO, Veteran's Administration (VA), and any other institutions that have documented requirements requiring joint billing by the transporting agency, the billing procedures outlined within this Agreement will be followed.

1. When VILLAGE OF SUSSEX provides ALS care and the VILLAGE OF MERTON transports the patient in their vehicle:

- a) The VILLAGE OF MERTON will be responsible for the billing and collection associated with the ALS service provided by VILLAGE OF SUSSEX as required by CMS regulations.
- b) The VILLAGE OF SUSSEX shall provide to the VILLAGE OF MERTON or their billing company, a copy of the ALS provider's invoice and patient care report (PCR) within 21 days of the date the request has been received.
- c) The VILLAGE OF MERTON will pay to the VILLAGE OF SUSSEX a flat fee (such amount is equal to 50% of the current Centers for Medicare and Medicaid Services (CMS) ALS2 reimbursement fee schedule amount (HCPCS code A0433) for each intercept performed within the Village of Merton. This amount is due payable to the VILLAGE OF SUSSEX within 90 days of the date of the invoice). In the event that no revenue is collected, no fee shall be due to the VILLAGE OF SUSSEX.
- d) The VILLAGE OF MERTON will be entitled to all mileage reimbursement received under the Centers for Medicare and Medicaid Services (CMS) fee schedule.
- e) It is understood that the VILLAGE OF SUSSEX CMS numbers shall only be used by the VILLAGE OF MERTON to file a claim when the VILLAGE OF SUSSEX was involved in a VILLAGE OF MERTON transport.

2. Transports not involving patients with Medicare, Medicare HMO, Medicaid, Medicaid HMO, Veteran's Administration (VA), and any other institutions that have documented requirements requiring joint billing by the transporting agency will be billed independently by each ambulance service for the services that were provided to the patient.

3. The VILLAGE OF SUSSEX is not responsible for stocking any ALS medical supplies, equipment, or medications for the VILLAGE OF MERTON.

This agreement will become effective as of the date that the agencies sign this Agreement. The Agreement will remain in effect until either party provides the other signatories of the agreement a thirty (30) day written notice of cancellation or request for medication. Such written notice shall be sent to the signatories official business address.

Dated this ____ day of _____, 20____

Dated this ____ day of _____, 20____

VILLAGE OF SUSSEX

VILLAGE OF MERTON

Signature

Signature

Print Name

Print Name

Title

Title

Phone

Phone

Billing Company

Billing Company

Address

Address

City, State

City, State

Phone

Phone