



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

**AGENDA**  
**VILLAGE OF SUSSEX**  
**BOARD OF FIRE COMMISSIONERS**  
**6:00 PM – MARCH 31, 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 January 13, 2025.
3. Meet and greet with full-time Firefighter/EMT candidate
4. Consideration and possible action on the Fire Chief's report
5. Consideration and possible action on personnel changes
  - a. New hires
    - i. Taide Romero, part-time firefighter/EMT-Basic
    - ii. Taylor Phillips, part-time firefighter/EMT-Basic
    - iii. Christopher Marrow-Ivey, part-time firefighter/EMT-Basic
    - iv. Will Vaile, paid-on-call recruit
    - v. Sloan Zsohar, paid-on-call recruit
    - vi. Jarett Borkowski, paid-on-call recruit
  - b. Appointments
  - c. Resignations
  - d. Personnel issues
6. Consideration and possible action on other items for discussion
7. Topics for future agendas
8. Adjournment

Jeff  
Knollenberg  
Chairperson

---

Katherine Gehl  
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.

DRAFT  
MINUTES  
VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN  
BOARD OF FIRE COMMISSIONERS  
MONDAY, JANUARY 13, 2025

Jeff Knollenberg called the meeting to order at 4:09 p.m.

Members Present: Jeff Knollenberg, Andrew Wilson, John Schneider, Matthew

Mertens, and Trustee Lee Uecker

Others Present: Fire Chief Kristopher Grod and Assistant Village Administrator

Katherine Gehl.

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

**Minutes**

A motion by Schneider, seconded by Mertens, to approve the minutes as presented for the meeting held on December 4, 2024. Motion carried 4-0

**Fire Chief's Report**

Chief Grod presented the Fire Chief's Report.

**Personnel Changes**

- a. New hires
  - a. Emma Ellis, Part-Time Firefighter/EMT
  - b. Kristin Pennycuff, Full-Time Firefighter/EMT
- b. Appointments
- c. Resignations
  - a. Zach Pratt
- 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 4-0

**Other Items for Discussion**

None

**Topics for Future Agendas**

None

A motion by Schneider, seconded by Wilson, to adjourn the meeting at 4:29 p.m. Motion carried 4-0.

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: March 20, 2025**

**To: Village of Sussex Board of Fire Commission**

**From: Kristopher Grod, Fire Chief**

**RE: Fire Chief's Report March 2025**

**EMPLOYEE DEVELOPMENT**

2025 SUSSEX FIRE DEPARTMENT TRAINING HOURS											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
250.0	234.5										

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

**Average Response Times 2025:** (For emergency responses, time of notification to arrival on scene)

Month	EMS	Fire	Month	EMS	Fire
January	4:51	5:27	July		
February	4:34	5:36	August		
March			September		
April			October		
May			November		
June			December		

**CURRENT STAFF**

SFD Personnel by Rank	
Chief	1
Deputy Chief	2
Lieutenant	4
Firefighter	25
Recruit	4
<b>Total Members</b>	<b>36</b>

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

<b>Certification Name</b>	<b>Members Certified</b>	<b>Percentage of Members Certified to That Level</b>
Firefighter II	23	64%
Driver/Operator - Pumper	23	64%
Driver/Operator - Aerial	16	44%
Emergency Services Instructor I	10	28%
Emergency Services Instructor II	2	5%
Fire Officer I	12	33%
Fire Officer II	1	2%
Fire Inspector	12	33%
No Fire Certifications	2	5%
EMT-Basic	12	33%
EMT-Advanced	2	5%
EMT-Paramedic	14	39%
Critical Care Paramedic	5	14%
No EMS Certifications	3	8%
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

<b>Incident Type Summary</b>	<b>January 1, 2025, through February 28, 2025</b>	
<b>Incident Type</b>	<b>Count (2024)</b>	<b>Percentage of Total</b>
Fire	5 (8)	2.3%

Overpressure Rupture, Explosion, Overheat (No Fire)	0 (0)	0%
Rescue and Emergency Medical Service (EMS) Incidents	157 (166)	72.4%
Hazardous Condition (No Fire)	5 (3)	2.3%
Service Call	24 (15)	11.1%
Good Intent Call	17 (15)	7.9%
False Alarm and False Call	9 (10)	4.0%
Severe Weather and Natural Disaster	0 (0)	0%
Special Incident Type	0 (0)	0%
<b>Total</b>	<b>217 (217)</b>	<b>100%</b>

#### **Mutual Aid Given – EMS**

Menomonee Falls – 12  
Merton – 6

#### **Mutual Aid Received - EMS**

Meton – 1  
Pewaukee – 3  
Brookfield (City) – 1

#### **Mutual Aid Given – Fire**

Western Lakes – 1  
Southern Ozaukee – 1  
Pewaukee – 1  
Richfield – 1  
Merton – 1

#### **Mutual Aid Received - Fire**

Merton – 1

#### **Calls Totals Per Shift**

Red Shift – 73  
Blue Shift – 60  
Green Shift – 84

#### **Resignations From Department:**

- N/A

#### **Returned From Leave of Absence:**

- N/A

#### **Current Members on Leave of Absence:**

- Ryan Hubley, Jason Langland, Caleb Lossman

#### **New Hire Recommendations:**

- Taide Romero – Part-Time Firefighter/EMT
- Will Vaile – Paid-on-Call Recruit

- Taylor Phillips - Part-Time Firefighter/EMT
- Christopher Marrow-Ivey - Part-Time Firefighter/EMT
- Sloan Zsohar – Paid-on-Call Recruit
- Jarett Borkowski - Paid-on-Call Recruit

**Fire Department Highlights:**

- Attended bulk radio purchase meeting for Waukesha County (January 7<sup>th</sup>).
- Emma Ellis and Kristin Pennycuff completed a 40-hour fire department orientation.
- Joint Forcible Entry Door purchase meeting with the Sussex, Town of Brookfield, Village of Merton, Village of Waukesha, Kettle Moraine, Mukwonago, Vernon Fire Departments (January 17<sup>th</sup>).
- Fire Sprinkler Hydrotest on Adron building on Business Drive (January 20<sup>th</sup>).
- Winter Pints in the Park (February 1<sup>st</sup>).
- SCBA and Breathing Air Compressor bottle hydrostatic testing (February 17<sup>th</sup>).
- Waukesha County Fire Protocols meeting (February 25<sup>th</sup>).
- Waukesha County Technical College open house (February 27<sup>th</sup>).