



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
1:00 PM – AUGUST 12, 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 March 31, 2025.
3. Meet and greet with full-time Firefighter/EMT candidates
4. Consideration and possible action on the Fire Chief's report
5. Consideration and possible action on personnel changes
 - a. New hires
 - i. William Paine – Part-Time Firefighter/EMT
 - ii. Tyler Ungerecht – Part-Time Firefighter/EMT
 - iii. Justin Biehn - Part-Time Firefighter/EMT
 - iv. Matthew Blair - Part-Time Firefighter/EMT
 - v. Evan Liebetrau – Paid-on-Call
 - b. Recruit Appointments
 - c. Resignations
 - d. Personnel issues
6. Election of Officers
7. Consideration and possible action on other items for discussion
8. Topics for future agendas
9. Adjournment

Jeff Knollenberg
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 the Village Clerk at 246-5200.

DRAFT
MINUTES
VILLAGE OF SUSSEX
SUSSEX, WISCONSIN
BOARD OF FIRE COMMISSIONERS
MONDAY, MARCH 31, 2025

Jeff Knollenberg called the meeting to order at 6:00 p.m.

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

Mertens, and Trustee Lee Uecker

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 Schneider, to approve the minutes as presented for the meeting held on January 13, 2025, with the only change being of Kristin Pennycuff's hiring from Full-Time to Part-Time as noted on the January 13th meeting minutes. Motion carried 4-0.

Meet and Greet with Full-Time Firefighter/Paramedic Candidate

Commissioners met with full-time Firefighter/Paramedic Candidate Matthew Lachner

Fire Chief's Report

Chief Grod presented the Fire Chief's Report.

Personnel Changes

- a. New hires
 - a. Taide Romero, Part-Time Firefighter/EMT
 - b. Taylor Phillips, Part-Time Firefighter/EMT
 - c. Christopher Marrow-Ivery, Part-Time Firefighter/EMT
 - d. Will Vaile, Paid-On-Call Recruit
 - e. Sloan Zsohar, Paid-On-Call Recruit
 - f. Jarett Borkowski, Paid-On-Call Recruit
- b. Appointments
- c. Resignations
- d. Personnel issues

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

Other Items for Discussion

None

Topics for Future Agendas

Election of Officers and next meeting

A motion by Wilson, seconded by Schneider, to adjourn the meeting at 6:39 p.m. Motion carried 4-0.

Respectfully submitted,
Kristopher Grod
Fire Chief



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: August 4, 2025

To: Village of Sussex Board of Fire Commissioners

From: Kristopher Grod, Fire Chief

RE: Fire Chief's Report August 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	242.25	246.0	243.5	145.0	148.0					

(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	4:36	5:17
February	4:34	5:36	August		
March	4:42	5:40	September		
April	4:39	5:22	October		
May	4:31	5:31	November		
June	4:54	5:36	December		

CURRENT STAFF

SFD Personnel by Rank	
Chief	1
Deputy Chief	2
Lieutenant	4
Firefighter	30
Recruit	5
Total Members	42

SFD Certifications		
Certification Name	Members Certified	Percentage of Members Certified to That Level
Firefighter I	38	90%

Certification Name	Members Certified	Percentage of Members Certified to That Level
Firefighter II	24	57%
Driver/Operator - Pumper	23	55%
Driver/Operator - Aerial	16	38%
Emergency Services Instructor I	10	24%
Emergency Services Instructor II	2	5%
Fire Officer I	12	29%
Fire Officer II	1	2%
Fire Inspector	12	29%
No Fire Certifications	4	10%
EMT-Basic	15	36%
EMT-Advanced	2	5%
EMT-Paramedic	14	33%
Critical Care Paramedic	6	14%
No EMS Certifications	5	12%
ICS 100	40	95%
ICS 200	27	64%
ICS 300	8	19%
ICS 400	4	10%
ICS 700	40	95%
ICS 800	19	45%
Haz Mat Awareness	0	0%
Haz Mat Operations	33	79%
Haz Mat Technician	3	7%
Haz Mat Specialist	1	2%

2025 STATISTICS

Incident Type Summary	January 1, 2025, through July 31, 2025	
Incident Type	Count (2024)	Percentage of Total
Fire	20 (24)	2.6%

Overpressure Rupture, Explosion, Overheat (No Fire)	1 (0)	0%
Rescue and Emergency Medical Service (EMS) Incidents	543 (510)	72.5%
Hazardous Condition (No Fire)	18 (12)	2.8%
Service Call	74 (52)	9.4%
Good Intent Call	51 (43)	8.2%
False Alarm and False Call	39 (45)	4.5%
Severe Weather and Natural Disaster	0 (0)	0%
Special Incident Type	0 (0)	0%
Total	746 (686)	100%

Mutual Aid Given – EMS

Menomonee Falls – 17
Merton – 18
Pewaukee - 1

Mutual Aid Received - EMS

Merton – 2
Pewaukee – 15
Brookfield (City) – 1

Mutual Aid Given – Fire

Western Lakes – 2
Southern Ozaukee – 2
Pewaukee – 2
Richfield – 2
Merton – 2
Hartland – 1
Brookfield (City) – 1
Menomonee Falls – 1
Waukesha (Village) - 2

Mutual Aid Received - Fire

Merton – 6
Lake Country – 4
Menomonee Falls – 4
Pewaukee – 5
Hartland – 4
Germantown - 1
Richfield - 1

Calls Totals Per Shift

Red Shift – 251
Blue Shift – 252
Green Shift – 243

Resignations From Department:

- N/A

Returned From Leave of Absence:

- N/A

Current Members on Leave of Absence:

- Ryan Hubley, Jason Langland, Caleb Lossman

Recommend New Employees:

- William Paine – Part-Time Firefighter/EMT
- Tyler Ungerecht – Part-Time Firefighter/EMT
- Justin Biehn - Part-Time Firefighter/EMT
- Matthew Blair - Part-Time Firefighter/EMT
- Evan Liebetrau – Paid-on-Call Recruit