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**AGENDA
VILLAGE OF SUSSEX
BOARD OF FIRE COMMISSIONERS
TUESDAY, AUGUST 16, 2016
5:00 PM
PUBLIC SAFETY BUILDING - N63W24335 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 August 2, 2016.
3. Consideration and possible action on Board of Fire Commissioner's Bylaws and Fire Chief interview process.
4. Consideration and possible action on job description and hiring announcement for the Fire Chief.
5. Consideration and possible action on new members, appointments, resignations and personnel issues.
6. Topics for future agendas.
7. Adjournment.

Ron Buschke
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.

MINUTES
VILLAGE OF SUSSEX
SUSSEX, WISCONSIN
BOARD OF FIRE COMMISSIONERS
TUESDAY, August 2, 2016

The meeting was called to order at 5:00 p.m. by Ron Buschke.

Members present: Ron Buschke, Bob Pfeil, Ray Christianson and Jeff Knollenberg.

Members excused: David Jasinski.

Others Present: Interim Fire Chief Tony Emanuele, Trustee Pat Tetzlaff, Administrator Jeremy Smith and Asst. Village Administrator Melissa Weiss.

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

A motion by Knollenberg, second by Christianson to approve the July 19, 2016 minutes as presented. Motion carried.

Ms. Weiss presented a draft of the posting for the Fire Chief position. Discussion was held and minor changes were made. The final draft will be reviewed at the August 16 Board of Fire Commissioner's meeting.

Personnel Changes:

Resignations received: none.

New Hires: Benjamin Shimel and Stanton Raasch.

New Hire Recommendations: Matthias Olson and Steven Tippel.

A motion by Pfeil, seconded by Knollenberg, to accept all personnel changes as presented. Motion carried.

Future agenda items: Review the By-Laws, approve the hiring posting and discuss the interview process.

Next meeting is August 16, 2016 at 5:00 p.m.

A motion by Knollenberg, seconded by Christianson to adjourn the meeting at 5:30 p.m. Motion carried.

Respectfully submitted,

Robert Pfeil
Secretary

Village of Sussex
Board of Fire Commissioner By-Laws
Revised February 2014

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Section I: Authority

A. Creation

The Village of Sussex Board of Fire Commissioner's (hereinafter known as "BOFC") is created under WI §61.65 and by the Village of Sussex ordinance(s). It is intended that the BOFC shall have the responsibilities as defined, but that it shall have no management, operational, or fiscal responsibilities.

Section II: Internal Procedures & Administration

A. Regular meetings of the BOFC shall be held at the Sussex Fire Department, N63 W24335 Main Street, Sussex on the 3rd Tuesday of every other even month; (February, April, June, August, October and December) at 5:00 p.m. unless the chairperson notifies the other Commissioners that there is no business before the Commission. Notices of the meeting shall be given according to relevant state statutes.

B. Three members of the five-person board shall constitute a quorum. To transact any business a quorum must exist.

C. The regular order of business of a BOFC meeting shall be as follows:

1. Roll call.
2. Consideration of minutes of the previous meeting.
3. Old Business (review of outstanding business).
4. New Business.
5. Other items for discussion.
6. Adjournment.

Items 3, 4 & 5 should be specifically designated when giving notice of a meeting.

D. The records of the BOFC shall be maintained in the Village Clerk's office.

E. Special meetings may be called by the Commission Chairperson, the Fire Chief or the Village Board at any time upon their request, or request of any member of the Commission upon advanced 24-hour notice to each Commissioner and public notice of such meeting is given in accordance to relevant State Statutes.

F. The BOFC officers shall be the chairperson, vice-chairperson and secretary.

1. Duties of the Chairperson - The duties of the Chairperson shall be to preside over all meetings of the BOFC, to preside over hearings conducted by the BOFC and to see that they are regularly conducted, to receive written charges filed against the chief, officers or subordinates, and to issue subpoenas to compel the attendance of witnesses, which shall be served as summonses under Chapter 885 of the State Statutes.
2. Duties of the Vice-Chairperson - The Vice-Chairperson shall attend all meetings and shall act on behalf of the Chairperson in the Chairperson's absence.

3. Duties of the Secretary - The Secretary shall conduct all correspondence of the BOFC, receive appeals for action of chief officers, send out all notices required by laws, ordinances, or as requested by the BOFC, to make such official publications as may be necessary, to attend all meetings and hearings of the BOFC, to prepare and keep records and minutes of the BOFC proceedings, to provide for the taking and recording of testimony and other evidence received at hearings, to preserve such evidence in a permanent record and to certify such record to the Circuit Court when required by law.

The Secretary shall keep a minute book, showing all important facts pertaining to each meeting and hearing. The minutes of each meeting and hearing shall be signed by the Secretary and approved by the BOFC. A copy of the minutes shall be provided each member as soon after each meeting as is possible. One copy shall also be filed with the Village Clerk, and a copy shall also be sent to the Fire Chief.

G. At the regular meeting on the 3rd Tuesday of each April, the BOFC shall elect one of its Commissioners to act as Chairperson, Vice-Chairperson and Secretary, each being for a term of one year or until a successor is duly elected. There shall be no limitation on the number of terms any officer may serve, but each term shall be for one year, commencing from the April meeting.

H. These rules & regulations shall be reviewed annually by the BOFC, and any amendment may be made by a simple majority vote of the full BOFC membership. These rules shall not be repealed, amended or modified except by majority action of the full Board of Fire Commissioners at a regular meeting.

I. The BOFC may waive any special provisions relating to hiring or promoting, except those established by State Statutes, upon the request of the Fire Chief and upon the unanimous vote of all Commissioners present while complying with §62.13(4).

Section III. Hiring Procedures/Entry Position for FF/EMT's

A. Minimal Requirements/Qualifications

1. Must be 18 years of age.
2. Must enroll as soon as possible in FF-I or EMT-B, through a vocational technical college.
3. High school graduate or equivalent.
4. Valid WI Driver's License and proof of auto liability insurance coverage. Grounds for disqualification for candidacy may include: revocation, suspension or other material limitations on candidates driver's license or operation privileges.
5. Any criminal convictions shall be grounds for disqualification, dismissal or suspension of membership.

B. Job Summary

A firefighter participates in activities consistent with fire department operations, including, but not limited to firefighting, search & rescue, EMS, forcible entry, prevention and ambulance services.

C. See Attached Appendix "A" for Primary Activities & Essential Job Functions which are incorporated herein by reference. The Board of Fire Commissioners has prepared a job description for each position within the Fire Department, which includes a job summary, an outline of duties and responsibilities, qualification requirements, education and/or experience, skills and abilities, and of the physical and work environment expectations for each position. The primary activities and essential job functions listed in this Section III of these Bylaws are intended to be in addition to the job descriptions, and where the two documents are different, the most restrictive requirements are intended to apply.

D. Appointments

1. Appointments are to be on a probationary basis for a period of one year. Probationary status may be extended based upon periodic performance evaluations performed by the Fire Chief and his/her designees at 3, 6 and 11 months of service.
2. After satisfactorily completing the one-year probationary period, completion of State and Fire Department required training and education, including without limitation Firefighter I and/or State Certified EMT courses is required and the probationary period shall be extended as necessary through the date of successful completion of such required training and education. The appointments to the department shall be made by the Fire Chief subject to the approval of the BOFC. Personnel will not begin work until their appointment is approved by the BOFC. All department appointments shall be on an "at will" basis.

Section IV: Promotional Procedures

A. Appointments

1. The Fire Chief shall appoint subordinates to the positions of Lieutenant, Captain and Deputy Fire Chief, and such other officer positions within the Fire Department as may be created in the future subject to approval by the BOFC. The BOFC and the Fire Department shall consider all hiring and promotions without consideration to age, race, religion or gender.
2. When there are qualified candidates within the Department, promotions must be made from within rather than from the outside.

B. Appointment Decisions

1. It shall be the responsibility of the Fire Chief or designees to screen applications for the positions of Lieutenant, Captain, Deputy Fire Chief and other duly created officer positions for the Fire Department. The BOFC shall

have the responsibility to approve each appointment. The Fire Chief shall have the responsibility to inform the applicant in writing of the BOFC decision within fifteen (15) days. The applicant can obtain the application form from the Fire Department or the Village Hall. Copies of each application shall be forwarded to BOFC upon their request. The original application shall be held and considered by the Fire Chief. Then, the applicant will be interviewed by the membership committee, which is composed of members from the Fire Department in accordance with the By-Laws of the Fire Department.

2. The BOFC Chairperson or designee, Fire Chief, and at the discretion of the Chairperson, one other member of the BOFC must be present for the final oral interview prior to promotion. The Fire Chief will then make the appointment subject to approval of the BOFC.

C. Minimum Requirements

All eligible applicants for the positions of Lieutenant, Captain, and Deputy Fire Chief, and such other officers of the Fire Department as may be established, must be members of the Fire Department in good standing or be eligible to rejoin the Fire Department in good standing.

D. Primary Activities & Essential Job Functions

The Board of Fire Commissioners has prepared a job description for each position within the Fire Department, which includes a job summary, an outline of duties and responsibilities, qualification requirements, education and/or experience, skills and abilities, and of the physical and work environment expectations for each position. The job descriptions are attached hereto and incorporated herein by reference. The primary activities and essential job functions listed below are intended to be in addition to the job descriptions, and where the two documents are different, the most restrictive requirements are intended to apply.

Lieutenant

1. Is responsible for implementing and enforcing the policies, rules, regulations, practices and procedures for the Department. The Lieutenant responds to all fire alarms and other emergencies as directed, participates in fire suppression, EMS decision-making, communications and delegating activities.
2. Must hold a valid Wisconsin Driver's License.
3. Must complete the following: FF I, FF II, EMT, Company Officer, Incident Command System, Instruction Techniques for Company Officers (or complete within one year).

Please Note: The duties listed above are intended as illustrations of the various types of work performed by the person in this position. This is not all-inclusive. The omission of a particular job duty does not mean that the duty is not of the essential functions of the job.

This job description does not create an employment contract between the municipality and the member and is subject to change by the municipality and as the Fire Department changes over time.

Captain

1. Provides fire department leadership, supervision and coordination of department resources. Evaluates and mitigates citizen's problems and initiates the corrective action to solve their concerns.
2. Completion of the following: FF II, EMT-B and Fire Officer.

Please Note: The duties listed above are intended as illustrations of the various types of work performed by the person in this position. This is not all-inclusive. The omission of a particular job duty does not mean that the duty is not of the essential functions of the job. This job description does not create an employment contract between the municipality and the member and is subject to change by the municipality and as the Fire Department changes over time.

Deputy Fire Chief

1. Assist the Fire Chief in administrating the functions of planning, organizing, directing, coordinating and controlling the operations of the Fire Department and its personnel.
2. In the absence of the chief, perform the duties of the chief as qualified for the day-to-day operations of the Fire Department.
3. Oversee Captains and Lieutenants in planning and preparing for fire training of all department personnel.
4. Completion of the following: State Certified Instructors FF II, EMT-B and Fire Officer.

Please Note: The duties listed above are intended as illustrations of the various types of work performed by the person in this position. This is not all-inclusive. The omission of a particular job duty does not mean that the duty is not of the essential functions of the job. This job description does not create an employment contract between the municipality and the member and is subject to change by the municipality and as the Fire Department changes over time.

Section V: Hiring Procedures/Fire Chief

A. Application Procedure

1. Advertising to be done by the BOFC as the BOFC shall deem appropriate.
2. Applications to be submitted to the BOFC.
3. Initial screening of applications to be done by the BOFC to determine that minimum requirements are met.

B. Selection Procedure

1. A committee of at least five people is to be established by the BOFC to assist in the selection of Fire Chief. The committee is to consist of:

- a. Three members of the BOFC.
 - b. Two fire protection/emergency medical professionals.
2. Screening committee to establish scoring process to be used in their selections.
3. The committee shall review applications and select the top candidates.
4. The top applications shall be submitted to the BOFC.
5. The BOFC shall establish evaluation criteria and scoring process for final selection, and determine other requirements such as psychological examination, physical examination, etc. to be required.
6. The Commission is to request funding from the Village of Sussex for transportation, lodging and other costs associated to the interview and selection process for candidates selected for oral interviews.
7. Candidates deemed "finalists" shall be selected for an oral interview by the BOFC.
8. The BOFC shall select one of the candidates upon completion of the interviews.
9. After a candidate is selected, a detailed background investigation shall be conducted by the BOFC or its designee(s).
10. Appointment will be made by the BOFC.
11. Notification of appointment will be made to the Village of Sussex Village Board.
12. The new Fire Chief will be sworn in by the BOFC.

C. Compensation - New Chief

Following the appointment, the Sussex Village Board will define duties, benefits, compensation and other employment and termination procedures.

Section VI: Hearing Procedures

When a hearing is to be held, the BOFC Chairperson shall set the date therefore. Notice of the date, time and place of the hearing shall be given to the accused and their counsel, and the complainant, by mailing a notice by certified mail to the address of the accused as obtained from the files of the Fire Department, or by personal service. Notice shall not be given less than five (5) days prior to the date of the hearing. A copy of the charges shall accompany the notice. The Chairperson or his/her designee(s) shall conduct the hearing and the Commission may retain counsel for assistance during the hearing.

A. Disciplinary Actions Against Subordinates, per SS 62.13.

1. Suspension - A subordinate may be suspended as hereinafter provided as a penalty. The subordinate may also be suspended by the BOFC pending the disposition of charges filed against the subordinate.
2. Filing of charges - Charges may be filed against a subordinate by the Chief, by a member of the BOFC, by the BOFC as a body, or by any aggrieved person. A municipal official may file charges as an aggrieved person. Since the BOFC is the hearing body, it should refrain from filing charges. Such charges shall be in writing and shall be signed by the Complainant. The

Complainant shall state that the Complainant believes the charges to be true, and shall be filed with the Chairperson of the BOFC. If a complaint is made in whole or in part upon information and belief, the source of such information and belief shall be stated, including the names and addresses of witnesses having knowledge. Such information, including names and addresses of witnesses may be embodied in a separate statement and filed with the charges. The charges shall identify the person complained about, specify the date and place of the alleged offense and specify the rule or other provision of law violated. Pending disposition of such charges, the BOFC or Fire Chief may suspend such subordinate.

3. Preliminary Investigation - Upon the filing of charges as above provided, the BOFC may then conduct a preliminary investigation. If, in the judgment of the BOFC the charges do not appear to come within the jurisdictional powers of the BOFC, the charges may be dismissed forthwith. The Complainant shall be notified of dismissal of charges within fifteen (15) days. The Village Attorney shall, upon request of the Chairperson, attend such meeting & advise the BOFC as to the procedures.
4. Notification of Suspension - A subordinate may be suspended for cause by the Chief of BOFC as a penalty. The Fire Chief shall file a report of such suspension with the BOFC immediately upon issuing the suspension. No hearing on such suspension shall be held unless requested by the suspended subordinate. A subordinate has fifteen (15) days from the date of notice of suspension to give notice to the BOFC of the subordinate's intent to appeal such suspension. If the subordinate suspended by the Fire Chief requests a hearing before the BOFC, the Fire Chief shall be required to file charges with the BOFC upon which such suspension was based.
5. Serving of Charges and Hearing - Following the filing of charges in any case, a copy thereof shall be served upon the person charged. The BOFC shall set date for hearing not less than ten (10) days, not more than thirty (30) days, following service of charges. The hearing on the charges shall be public, the BOFC and the accused and the Complainant may be represented by an attorney and may compel the attendance of witnesses by subpoenas which shall be issued by the Chairperson of the BOFC on request and be served as are subpoena's under Chapter 885 of the State Statutes.
6. Pre-Hearing Conference - All hearings on the charges shall be public. No witnesses need to appear at the Pre-Hearing Conference. The following will take place at the Pre-Hearing Conference.
 - a. Procedural motions by the parties as to the improper completion of the form and other procedural matters may be made and shall be considered by the BOFC.
 - b. The BOFC will compare the Complaint and the Answer and attempt to obtain the stipulations as to matters about which the parties agree. Matters which are stipulated need not be proven by the parties at the hearing.
 - c. At the Pre-Hearing Conference, each party will provide the other party with a list of witnesses they intend to call to prove the

allegations of the Complaint and Answer. Witnesses called merely to rebut the testimony of another witness need not be included on this list. Parties shall not be prevented from calling witnesses whose names are not included on the lists for good cause shown. The names of witnesses discovered after the lists are exchanged shall be provided to the opposing party within a reasonable time frame. Neither party will be required to call all of the witnesses listed on their witness lists.

- d. Parties will provide each other with copies of or access to documents and other exhibits they intend to use at the Pre-Hearing Conference. Access to exhibits the parties decide to use after the Pre-Hearing Conference shall be provided within a reasonable time frame.
 - e. Date for the hearing of the Complaint will be set.
7. Hearing - At the hearing, the Complainant shall present testimony and evidence first. The Complainant or Complainant's attorney may question each witness. After each of the Complainant's witnesses testifies, the Respondent or the Respondent's attorney may cross-examine the witnesses. After all of the Complainant's witnesses testify, the Respondent may testify and call witnesses to testify. Witnesses shall be subject to cross-examination following their testimony. Members of the BOFC may question any witness at any time.

After all witnesses have testified, each party may present oral arguments to the BOFC. The Complainant shall speak first.

The BOFC may, in its discussion, modify the order of testimony or make such additional rules at each hearing as is deemed necessary for the conduct of the hearing.

8. Multiple Complaints - Separate complaints shall be made against each person involved in the alleged misconduct resulting from the same event. The complaints may be consolidated for hearing, but if either party requests a separate hearing on one or more of the complaints, the BOFC may allow the complaints to be heard separately.
9. Subpoenas - Pursuant to WI Statutes, witnesses may be subpoenaed by either party to attend a hearing on the complaint, and give testimony. The form of the subpoena shall be prepared by the requesting party, and shall be signed by the BOFC chairperson.
10. Testimony - Generally, any witness may testify regarding matters about which the witness has personal knowledge under usual administrative evidentiary procedure. Witnesses may be asked questions to test credibility.
11. Decision - After hearing all the evidence and the statements of the parties, the BOFC may retire into closed session(s) to deliberate, per SS 19.85(1). Within three (3) days of the close of the adjourned hearing, they shall produce and file with the secretary, a written decision including findings of fact, conclusions of law, and an order for penalties, if any, that shall be taken against the accused. If one or more commissioner(s) disagree with the

majority opinion, that commissioner(s) may write and file a dissenting decision.

12. Action of the BOFC - If the BOFC determines that the charges are not sustained, the accused, if the person has been suspended, shall be immediately reinstated per Section 62.13. If the BOFC determines that the charges are sustained, the accused, by order of the BOFC, may be suspended, or reduced in rank, or suspended and reduced in rank, or removed from the department.
13. Findings - Findings, determinations, and orders shall be in writing and filed within three (3) days after the close of the hearing with the secretary of the BOFC.
14. Guidelines - The BOFC may create instructional guidelines for preparing and filing disciplinary complaints. These shall not be construed in a manner contrary to any statutory provision of the Wisconsin Statutes, including Section 62.13 or contrary to any provisions of these rules and regulations.
15. Additional Rules - Further rules for the administration of this subsection may be made by the BOFC.
16. Appeal of the BOFC Decision - Any person suspended, reduced, suspended and reduced, or removed by the BOFC may appeal from the order of the BOFC to the circuit court by serving written notice on the secretary of the BOFC within ten (10) days after the order is filed. Within five (5) days thereafter, the BOFC shall certify to the clerk of the circuit court, the record of the proceedings, including all documents, testimony and minutes. The action shall then be at issue and shall have precedence over any other cause of a different nature pending, in said court. The court shall, upon application of the accused or of the BOFC, fix a date of trial, which shall not be later than fifteen (15) days after such application, except by agreement.

The trial shall be by the court and upon the return of the BOFC, except that the court may require further return or the taking and return of further evidence by the BOFC. The question to be determined by the court shall be: Upon the evidence, is there just cause, as described in the State Statutes to sustain the charges against the accused? No costs shall be allowed by either party and the clerk's fees shall be paid by the Village. If the order of the BOFC is reversed, the accused shall be forthwith reinstated and entitled to pay as though in continuous service. If the order of the BOFC is sustained, it shall be final and conclusive.

17. Disciplinary Actions Against the Chief- The above provisions, where applicable, shall also apply to disciplinary actions against the Chief. In addition, the BOFC may suspend a Chief pending disposition of charges.
18. Determination Standards - No subordinate may be suspended, reduced in rank, suspended and reduced in rank, or removed by the BOFC as previously mentioned above, based on charges filed by the BOFC, commissioner(s), an aggrieved person or the Chief, as mentioned above, unless the BOFC determines whether there is just cause, as described in this paragraph, to sustain the charges. In making its determination, the BOFC

shall apply the following standards, to the extent applicable.

- a. Whether the subordinate could reasonably be expected to have had knowledge of the probable consequences of the alleged conduct.
- b. Whether the rule or order that the subordinate allegedly violated is reasonable.
- c. Whether the Chief, before filing the charge against the subordinate, made a reasonable effort to discover whether the subordinate did in fact violate a rule or order.
- d. Whether the effort described under subd.(c), was fair and objective.
- e. Whether the Chief discovered substantial evidence that the subordinate violated the rule or order as described in the charges filed against the subordinate.
- f. Whether the Chief is applying the rule or order, fairly and without discrimination against the subordinate.
- g. Whether the proposed discipline reasonably relates to the seriousness of the alleged violation and to the subordinate's record of service with the department.

Appendix A – Job Descriptions

Fire Chief

Deputy Fire Chief

Fire Inspector

Fire Captain

Fire Lieutenant

Firefighter/Paramedic – Full Time

Firefighter/Paramedic – Paid on Call

Firefighter/EMT-IV Tech

Firefighter/EMT-B

Firefighter

EMT-Paramedic

EMT-IV Tech

EMT-B



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MEMORANDUM

To: Board of Fire Commissioners
From: Melissa Weiss, Assistant Village Administrator
Re: Fire Chief Interview Process Options
Date: August 9, 2016

Below are two options for an interview process for Fire Chief.

Option 1: Two Panel Interview

1. First Interview
 - a. Interview with:
 - i. Fire Commissioners
 - ii. Captain Lisa Panas, Director of Police Services
 - iii. Chief from another community
 - iv. Melissa Weiss, Assistant Village Administrator
 - v. Deputy Chiefs
2. Second Interview
 - a. Written Assessment
 - b. Community Tour led by Village staff
 - c. Station Tour led by Captains
 - d. Interview with:
 - i. Fire Commissioners
 - ii. Melissa Weiss, Assistant Village Administrator
 - iii. Deputy Chiefs

Option 2: Breakout Session Interview

1. First Interview
 - a. Interview with:
 - i. Fire Commissioners
 - ii. Chief from another community
 - iii. Melissa Weiss, Assistant Village Administrator
2. Second Interview
 - a. 20 minute interview with:
 - i. Captain Lisa Panas
 - b. 20 minute interview with:
 - i. Deputy Chiefs
 - c. 20 minute interview with:
 - i. Village President
 - d. Written Assessment
 - e. Station Tour led by Captains
 - f. Community Tour led by Village staff
 - g. Interview with:
 - i. Fire Commissioners
 - ii. Melissa Weiss, Assistant Village Administrator
 - iii. Deputy Chiefs

**VILLAGE OF SUSSEX
POSITION DESCRIPTION**

Position Title:	Fire Chief	Department:	Fire
Date:	8/16/16	Pay Grade:	11 FLSA: E
Staff to Committee(s):	BOFC	Reports To:	Village Administrator and BOFC

Job Summary

The Fire Chief performs complex professional work according to state statutes, organizing and supervising activities of the department in order to protect life and property including maintenance, management of fire suppression, prevention, equipment, physical facilities and Emergency Medical Services (EMS), managing and administering department budget and operations, ensuring continued development of staff, responding to after-hours emergencies and other duties as assigned. Work involves setting policies and goals under the direction of the Village Administrator and supervision over all personnel within the Fire Department.

Essential Duties & Responsibilities

Including, but not limited to:

- Assumes command of all Department operations at fires and other emergencies as required.
- Plans, coordinates, supervises and evaluates Fire and EMS operations.
- Supervises the planning, formulation and development of minimum standards of conduct, training and technical competence in the Department in accordance with National and State standards. Provides leadership to personnel.
- Plans and develops department programs.
- Maintains compliance with fire code provisions in State Statute and local ordinances.
- Protects the privacy of all patient information.
- Supervises the development of the Fire Department budget for submittal to the Village Administrator. Manages the budget, including proposing and implementing programs.
- Supervises staffing, inspection, investigation and equipment.
- Directs maintenance, repairs, improvements and replacement of Department equipment and facilities.
- Develops and reviews policies, rules, regulations and guidelines, including long range planning, records and files.
- Maintains Department ethics and discipline.
- Reviews and appraises performance of Department personnel. Develops and implements training programs and initiatives aimed to maintain a high level of employee engagement and morale.
- Prepares reports and maintains necessary records and files.

- Represents the department in all activities including networking with County, State, and International Fire Chief's Associations.
- Maintains high quality skills in the use of computers, office equipment, copiers and telecommunication devices, and new technology necessary to communicate, develop, and produce accurate and complete reports.
- Other duties as assigned.

Minimum Requirements

- BA in Fire Science or closely related field
- 10 years of experience in Fire Work or Emergency Medical Service work
- Certified as an EMT-Basic and Fire Fighter II
- 7 years of supervisory experience
- Emergency response time of less than 45 minutes
- Wisconsin Driver's License

Knowledge, Skills and Abilities

- Thorough knowledge of modern fire suppression/prevention, emergency medical services, principles, procedures, techniques and equipment. Considerable knowledge of applicable laws, ordinances, standards and regulations.
- Ability to maintain effective working relationships with elected officials, other employees and the public.
- Ability to provide expert advice.
- Ability to make hiring and promotional recommendations and to train, supervise and lead subordinate personnel.
- Ability to respond to complaints and to communicate effectively, both orally and in writing.
- Ability to provide leadership, create initiative, and serves as a spokesperson for the department.
- Ability to plan and develop programs.
- Ability to read and prepare budgets.
- Ability to negotiate and resolve all types of conflicts.
- Ability to exercise sound judgement in evaluating situations and making decisions, particularly when under stress.
- Knowledge of: fire inspection, fire investigation and incident command.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment described is representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

- The duties of this job include physical activities such as climbing, stooping, kneeling,

crouching, reaching, standing, walking, pushing, pulling, lifting (up to 50 pounds frequently, and in excess of 100 pounds occasionally), fingering, grasping, feeling, talking, hearing/listening, seeing/observing, and repetitive motions.

- Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and the ability to adjust focus.
- Must possess or be able to obtain at time of hire a Wisconsin Driver's License.

Work Environment: The work environment may include some or all of the following:

- Must be available/reachable 24/7, 365 with the exception of scheduled leaves of absence or vacation time. Must establish proper coverage for the Department during these times.
- Frequent lifting or moving of up to 25 pounds and occasional lifting or moving of over 100 pounds.
- Required to sit, talk, hear, stand, walk, use hands to operate objects, tools or controls. Required to climb, balance, stoop, kneel, crawl, crouch, taste, smell, lifting and repetitive motions.
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perceptions, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of spoken word and conveying detailed or important instructions to others accurately loudly and quickly. Hearing is required to perceive information at normal spoken word levels.
- Work requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles or smoke, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to risk of electrical shock, working with explosives and wearing a self-contained breathing apparatus.
- Works in high, precarious places, exposure to vibrations and blood borne pathogens.
- Work is generally in a moderately noisy location, performed in an office, vehicles or outdoor settings in all weather conditions, including day and night and extreme temperatures. Work is often performed in emergency and stressful situations. Individual exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance.

Please Note: The duties listed above are intended as examples of the various types of work performed. This is not all-inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the job. This job description does not create an employment contract between the municipality and the member and is subject to change.



The Village of Sussex seeks qualified applicants for the position of **Fire Chief**.

The Village of Sussex is dedicated to high quality firefighting and emergency medical services that provide the community with a high level of safety. This position is responsible for overseeing the operations of the Village's fire and rescue services, including personnel management, budget development, long-range planning, and promoting regionalization.

About Sussex

The Village of Sussex is a growing community located about 19 miles northwest of Milwaukee. The Village has a population of 10,700 and anticipates a 40% population growth in the future. Sussex offers a low cost of living, a low crime rate, a premier school district and an excellent quality of life for those that embrace family-friendly living.

Sussex has twice been recognized as a foremost community to live, work and play when it was selected as the third best suburb by Milwaukee Magazine and as the best place to raise kids in Wisconsin by Bloomberg Businessweek.



About the Fire Department

The Village of Sussex has provided emergency response services since 1922. This hire will be the first full time Fire Chief for the Village. The Fire Department operates one station out of the Village's Public Safety Building, which is

a facility shared with the Waukesha County Sheriff's Department, who provide municipal police service in Sussex.

The Fire Department provides fire, emergency medical and ambulance service through a combination of full-time (3), part-time (budgetary capacity for 7, 12-hour shifts weekly) and paid-on-call personnel (budgetary capacity of 65 staff). The department is currently staffed at 55 paid-on-call members. The full time staff includes a Fire Inspector, Firefighter/Paramedic and the Chief. The Department has an annual operating budget of \$1.2 million. In addition to providing coordinated and timely response to emergencies, the Department strives to enhance public safety through various preventative activities and public education programs.

In 2015 the Department responded to 746 calls for service. 158 were fire related calls, 558 were emergency medical services calls and 30 were motor vehicle crashes. The Fire Department participates in mutual aid and in 2015 responded to 49 mutual aid calls. The Department performed 1,168 fire inspections in 2015.

Mission Statement

The Sussex Fire Department is dedicated to the protection of life and property for the citizens of the community. The department will provide a professional level of service through highly motivated, well trained and dedicated personnel. The department will strive to use the best possible techniques, equipment and safe methods of responding to emergency incidents in a rapid, compassionate and cost-effective manner. The department will be proactive through prevention and public programs.

About the Position

The Fire Chief is responsible for the day-to-day management of the Village's largest department and oversees emergency response, fire inspections, training of staff, the budget, management of equipment and more. The Chief directly supervises the full time staff, the officers, firefighters and EMTs with assistance from

subordinate officers. The Chief is a working-Chief position and the incumbent can expect to actively participate in calls, runs, inspections and more. The Chief also participates in development review activities at the Village to ascertain that proposed developments and buildings meet public safety requirements.

About the Ideal Candidate

The Fire Chief is a key member of the Village's management team led by the Village Administrator and will have an opportunity to help shape the future of the Fire Department and the Village. Whether you are looking for a stepping stone in your professional life or growing a long-term career, Sussex offers an excellent opportunity to grow and lead.

The successful candidate will provide the following:

- **Innovation:** Bring fresh ideas to the organization about engineering and offer unique perspectives and experiences to the organization.
- **Energy:** Provide enthusiasm and focused energy to all projects and a passion for service to the community.
- **Versatility:** Play an important role coordinating, facilitating and managing projects that require the involvement of multiple departments and service areas.
- **Leadership:** Be dedicated to becoming an effective leader and building collaborative & positive relationships with other staff members and outside organizations.

Other desired attributes include someone who wants to be a part of a great team, who believes in communication, transparency, is accessible and accountable. The successful candidate will be an effective decision maker who is confident in his or her ability, but willing to reach out to others to build consensus, will have excellent interpersonal skills and will understand the importance of excellent customer service. Additionally, the successful candidate will be a thoughtful professional who is open to the ideas of others, who has unquestionable integrity with high ethical values and a proven ability to succeed as public safety professional in a municipal environment.

Must possess a valid Wisconsin driver's license.

Experience & Education

10 years of increasingly responsible experience in fire service, including at least 7 in a supervisory capacity. Requires a bachelor's degree from an accredited college or university with a major in fire science or closely related

field. Master's degree preferred. EMT-Basic and Fire Fighter II certification required, Paramedic preferred.

Compensation & Benefits

The salary range is \$80,000 - \$95,000, depending on qualifications. The Village's benefit package is competitive and includes Wisconsin Retirement System (WRS), deferred compensation, health and dental insurance, life insurance and support for professional development.

Application Process

Additional information is available by reviewing the job description and other materials posted on our website at www.villagesussex.org. Qualified candidates should submit a completed employment application, resume and cover letter to:

Melissa Weiss
Assistant Village Administrator
Village of Sussex
N64 W23760 Main Street
Sussex, WI 53089
mweiss@villagesussex.org
262-246-5200

Note: Applications will not be considered unless all above referenced materials are received.

The Fire Chief position is appointed by the Fire Commission. The Village of Sussex is an Equal Opportunity Employer.

Timetable

Application Deadline.....September 19, 2016
Interviews.....October 2016
Starting Date.....negotiable, no later than January 2017

