

MINUTES  
VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN  
BOARD OF FIRE COMMISSIONERS  
WEDNESDAY, AUGUST 5, 2020

Jeff Knollenberg called the meeting to order at 3:04 p.m.

Members present: Jeff Knollenberg, Andrea Weber, Ray Christianson, Bob Pfeil, and Trustee Lee Uecker.

Members Excused: John Schneider

Others Present: Assistant Village Administrator Kelsey McElroy-Anderson, Deputy Chief Thew, and Trustee Zoellick.

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

A motion by Pfeil, seconded by Weber to approve the July 14, 2020 minutes as presented.  
Motion carried 4-0.

### **Fire Chief Hiring Process**

There was discussion about the hiring process in 2016 and the minimum job requirements.

A motion by Pfeil, seconded by Weber to approve the hiring process as outlined below and to adjust the response time requirement from 45 minutes to 30 minutes:

1. Minimum qualifications review
2. Candidate packet
3. Ranking: Complete if more than 10 qualified candidates
  - a. No names
  - b. Rank candidates
  - c. BOFC Meeting
  - d. Decide who to interview
4. First Round Interviews: 10 or less candidates at the Firehouse for 30 minutes
  - a. Greeter
  - b. Interview Participants: Panel Interview
    - i. Fire Commissioners (No Trustees)
    - ii. Director of Police Services
    - iii. Assistant Village Administrator
    - iv. Deputy Chiefs
  - c. Debrief with fulltime and all interview participants
5. Second Interview
  - a. Written assessment
  - b. Community Tour Led by Village Staff
  - c. Fire station tour (Fulltime Firefighter/Paramedics)
  - d. Interview Participants
    - i. Fire Commissioners (No Trustees)
    - ii. Director of Police Services
    - iii. Assistant Village Administrator

- iv. Deputy Chiefs
  - e. Village Administrator Meeting
  - f. Debrief with everyone involved
6. Compile rankings and vote

Motion carried 4-0.

**Topics for Future Agendas**

Trustee Zoellick wanted to make sure that the candidates will be informed about the Shared Services Study.

McElroy-Anderson provided an update on the fulltime hiring process. She is hopeful that the three candidates will be ready for BOFC approval in 2-3 weeks. At this meeting the BOFC could also review the interview questions.

Knollenberg stated that he would like to make Chief Thew's title as Interim Fire Chief official. McElroy-Anderson stated that the Commission can't vote on it today because the item wasn't on the agenda, but that she will put it on the next agenda for a formal vote.

A motion by Christianson, seconded by Weber, to adjourn the meeting at 4:34 p.m.

Motion carried 4-0.

Respectfully submitted,

Kelsey McElroy-Anderson  
Assistant Village Administrator