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AGENDA
VILLAGE OF SUSSEX
BOARD OF FIRE COMMISSIONERS
1:00 PM - THURSDAY, SEPTEMBER 17, 2020
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 August 25, 2020.
3. Consideration and possible action on personnel changes.
 - a. New hires
 - i. Brandon Bergner, Firefighter/Paramedic (part-time)
 - b. Appointments
 - c. Resignations
 - d. Personnel issues
4. Consideration and possible action on a motion to convene into executive session under Wis. Stats. 19.85(1)(c) when considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility with respect to reviewing candidates for the position of Fire Chief.
5. Consideration and possible action *in open session* on items requiring action arising out of the executive session.
6. Topics for future agendas.
7. Adjournment.

Jeff Knollenberg
Chairperson

Kelsey McElroy-Anderson
Asst. 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.

MINUTES
VILLAGE OF SUSSEX
SUSSEX, WISCONSIN
BOARD OF FIRE COMMISSIONERS
TUESDAY, AUGUST 25, 2020

Jeff Knollenberg called the meeting to order at 9:00 a.m.

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

Others Present: Assistant Village Administrator Kelsey McElroy-Anderson, Deputy Chief Thew, Mark Grade, and members of the public.

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

Personnel Changes

A motion by Pfeil, seconded by Weber to approve the new hires and appointments as presented:

- a) New hires
 - a. Mark Grade, Fulltime Firefighter/Paramedic
 - b. Zachary Lehner, Firefighter/EMT
 - c. Dominic Piscioti, Firefighter/EMT
- b) Appointments
 - a. Andrew Heisler, Fulltime Lieutenant
 - b. Benjamin Videkovich, Fulltime Firefighter/Paramedic
 - c. Boyd Thew, Interim Fire Chief

Motion carried 5-0.

A motion by Schneider, seconded by Weber to acknowledge the resignation of Gage Mott.

Motion carried 5-0.

Mark Grade and Deputy Chief Thew left the meeting.

Fire Chief Interview Questions

Ms. McElroy-Anderson presented an update on the Fire Chief recruitment. The Commission discussed the draft questions and scoring system. The following timeline was agreed upon:

- September 10th at noon: Application Packets ready for pick-up at the Civic Center
- September 14th at noon: Scoring sheets due back to Kelsey.
- September 15th at 9:00 a.m.: BOFC meeting to review applications and select candidates to interview
- September 23rd from 8:30 to 4:00: First round interviews

A motion by Weber, seconded by Pfeil, to adjourn the meeting at 10:31 a.m.

Motion carried 5-0.

Respectfully submitted,

Kelsey McElroy-Anderson
Assistant Village Administrator



Village of Sussex Fire Department
N63 W24335 Main Street
Sussex, Wisconsin 53089

Boyd Thew
Interim Fire Chief
262-246-5197
Fire Station - *Business*
262-246-5197
Fire Station - *FAX*
262-246-5196

Sept 17th, 2020

To the Honorable
The Board of Fire Commissioners, Village of Sussex
N64W23760 Main Street
Sussex, WI 53089

Dear Commissioners:

I hereby nominate for Board of Fire Commission approval and appointment:

Brandan Bergner

To the Position of PART-TIME FIREFIGHTER/ Paramedic with the Sussex fire department.
This appointment is to fill existing vacancies and will be effective Sept 17th 2020

Respectfully,

Boyd Thew

Boyd Thew
Interim Fire Chief