

Western Lakes Fire Commission

July 10, 2025

Call to Order

- Scott Kussow called the meeting to order at 5:02 p.m. Commissioners present were Scott Kussow, Susan Marshall, and Brian Gerner. Chris Kadow and Matt Yunk were excused.

Proof of Notice

- Chief Bowen announced that the notice was posted Wednesday, July 9, 2025 at 7:42 p.m. in accordance with open meeting laws.

Pledge of Allegiance

- Scott Kussow led the group in the Pledge of Allegiance.

Approval of Minutes

- A motion by Susan Marshall seconded by Brian Gerner to approve meeting minutes from the March 25, 2025 and May 6, 2025 Fire Commission Meetings. Motion carried.

Closed Session

- Scott Kussow announced that the Fire Commission will convene into closed session pursuant to section 19.85(1)(c), Wisconsin State Statutes, “To consider employment, promotion, compensation, or performance evaluation of the District’s part-time and full-time employees, over which the Fire Commission exercises responsibility”. (Full-time Firefighter/Paramedic Candidates and options related to the same). The Fire Commission will reconvene into open session at the conclusion of the closed session.
- At 5:05 p.m. Susan Marshall made a motion for the Fire Commission to convene into closed session by roll call vote and was seconded by Brian Gerner. Fire Commission proceeded to closed session by roll call vote unanimously.
- The Fire Commission will reconvene into open session at the conclusion of the closed session.

Open Session

- At 5:50 p.m. a motion by Susan Marshall seconded by Scott Kussow for the Fire Commission reconvened into open session. Motion carried unanimously.

Discussion/Action – Firefighter Paramedic Eligibility Pool

- Chief Bowen provided an update to the commission that an assessment center and interviews were held in June for the position of full-time Firefighter/Paramedic. For this process the recruitment process and associated candidate pool was expanded to also include candidates for the position of full-time apprentice. Candidates interested in the position of full-time apprentice went through the same application process and assessment center as full-time Firefighter/Paramedic. This revision allows selected apprentices to be included in the full-time Firefighter/Paramedic eligibility pool. The Chief presented candidates who have successfully completed the assessment center to be part of the eligibility pool. Candidates who meet qualifications for hire have been sent for background investigations and have come back favorably. Chief Bowen requested that the unranked candidate pool be validated by the Commission and create an eligibility pool as such. Upon receiving conditional offers of employment, candidates will be required to successfully complete a medical physical, a professional physical, and a psychological examination.
- Susan Marshall shared that she likes this forward-looking perspective to ongoing recruitment and that it adds additional value to the apprentice program, and gives the District and Commission depth in the hiring process.

- A motion was made by Susan Marshall and seconded by Brian Gerner to create an eligibility pool as recommended by Chief Bowen for the position of Firefighter/Paramedic and authorize the Chief to make offers of employment to eligible candidates at his discretion. Motion carried unanimously.

Adjournment

- A motion was made by Susan Marshall and seconded by Brian Gerner to adjourn the meeting at 5:59 p.m. Motion carried unanimously.