



OFFICIAL NOTICE AND AGENDA

Pardeeville Village Board **Special Meeting**

Pardeeville Village Hall – Board Room

114 Lake Street, Pardeeville, WI 53954

Wednesday, April 02, 2025 – 6:30 PM

1. Call meeting to order:

- 1.1. Pledge of Allegiance
- 1.2. Roll Call
- 1.3. Approval of Agenda

2. Approval of Minutes – None.

3. Comments from the Floor - *(Please be advised per State Statute Section 19.84(2), information will be received from the public. The comments made must remain respectful. The Chief Presiding Officer has the right to end an individual's time should an individual become disrespectful. It is policy of the Village that each individual may receive up to two (2) minutes to speak. More time may be granted by the Chief Presiding Officer. There may be limited discussion on the information received, however, no action will be taken under Comments from the Floor).*

4. Ordinances & Resolutions:

- 4.1. Resolution: R25-02 Resolution Approving the Borrow from The State Trust Fund.

5. New Business:

- 5.1. EMS Service Director Job Requisition
- 5.2. EMS Service Director Job Description

6. Adjournment

Michael Haynes, Village President

Board Members: Michael Babcock, Kristie Chapman, Angela Engelmann, Michael Haynes, Justin Kopfhamer, Tom Nakielski, Barry Pufahl

For more details on reports and agenda items, please see the packet on the website: villageofpardeeville.net

The Village Hall is fully accessible. If you require additional assistance, please contact the Village Office (Phone 608-429-3121) 48 hours prior to the meeting. This is a public meeting. As such, all members or a majority of the members of any given Village Committee, Commission, or Board may be in attendance. While a majority of any given group may be present, only the above Board will take official action based on the above agenda.

RESOLUTION NO. R25-02

A RESOLUTION APPROVING THE BORROW FROM THE STATE TRUST FUND.

WHEREAS, The Village of Pardeeville, Columbia County, Wisconsin (the “Village”) is a municipality located in Wisconsin; and

WHEREAS, The Village expects to require a sum in the amount of \$1,000,000 to secure the Pardeeville District Ambulance Service assets, pay off any outstanding debt, and acquiesce a Village owned service; and

WHEREAS, The Village currently does not have the funds on-hand or designated in the budget and intends to procure a long-term borrow to obtain the necessary funding.

NOW, THEREFORE, BE IT RESOLVED, the Village approves the borrow of funds from the State Trust Fund for a sum not to exceed \$1,000,000 to be paid back over the span of 15 years.

BE IT FURTHER RESOLVED, the Village shall utilize these borrowed funds for the purpose of financing the acquisition of the Pardeeville District Ambulance Service assets, paying off District debt obligations, and other finance costs associated in starting a Village owned ambulance service.

Adopted by the Board of Trustees of the Village of Pardeeville on this _____ day of _____, 2025.

Michael Haynes, Village President

ATTEST:

Rhea McGee, Village Clerk

Village of Pardeeville Personnel Requisition

Request Date: 02 APR 2025	Date Employee Needed: 02 APR 2025	Title of Position Being Requested/Changed: EMS Service Director	
Requested By: Frederickson, Austen	Date Approved:	Supervisory Responsibility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Replacement For: _____ <input type="checkbox"/> Reason For Vacancy: _____ <input type="checkbox"/> Promotion <input type="checkbox"/> Additional Hours – Existing Position <input type="checkbox"/> Addition to Existing Staff Position <input checked="" type="checkbox"/> New Position – FLSA Exempt <input type="checkbox"/> New Position – FLSA Non-Exempt <input type="checkbox"/> Wage Scale Revision		Position is:	
		<input type="checkbox"/> Regular Full-Time <input checked="" type="checkbox"/> Regular Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <div style="text-align: right;">If Part-Time: <u>20</u> Hours per Week If Temporary: _____ Weeks per Year</div>	
Funding Source: EMS	Department: EMS	Salary Range (annually): \$10,000 + Run Wage	Salary Range (hourly): \$

Hiring Range:	\$10,000 + Run Wage	Account Number:	TBD*
<input type="checkbox"/> Funding Available in Current Budget <input checked="" type="checkbox"/> Funding Not Available in Current Budget		Current Budget:	\$0
		Surplus/(Deficit):	-

Attach a copy of the current position description.

**Service Director
Emergency Medical Service
Village of Pardeeville**

Forward:

This part-time position (approximately 20-hours per week) is a newly created position as the Village of Pardeeville transitions from contracting for Emergency Medical Service to a Village operated EMS department. The Village of Pardeeville EMS Service Director holds a critical role in managing the operations of the EMS system and ensuring the efficient delivery of pre-hospital emergency care.

This exciting opportunity will require the successful candidate to have extensive knowledge of the State of Wisconsin requirements for EMS service providers as well as responsibilities for licensed Emergency Medical Technicians. A collaborative management style is necessary as well as excellent budgeting and business skills.

This position will require occasional on-call time for both nights and weekends.

Qualifications:

- High School Diploma or G.E.D
- State of Wisconsin Licensed A-EMT or Paramedic
- Five – ten years of experience in Emergency Medical Services (EMS) industry
- Bachelor's degree in business or related field preferred
- Previous experience in leading EMS organizations preferred
- Intermediate level of proficiency or above with Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint
- Must possess a valid driver's license
- Must be results driven and able to communicate effectively with internal and external clients at all levels
- Ability to prioritize, manage multiple tasks and projects, and meet deadlines
- Strong focus on customers, accountability, teamwork, collaboration, and decisiveness
- Excellent customer orientation, interpersonal and communication skills with strong follow through
- Ability to manage an elevated level of sensitive and confidential matters tactfully and professionally
- Strong organizational skills and ability to manage multiple projects simultaneously
- Ability to work well under pressure within a fast-paced environment
- Strong critical thinking, problem solving and analytical skills
- Must be a collaborator who thrives in a collaborative work environment
- Must demonstrate an elevated level of professionalism and customer service
- Must demonstrate an ongoing positive attitude and demeanor
- Function as a brand ambassador for the village
- Must demonstrate sound judgment and decision-making skills
- Excellent public speaking and presentation skills

- Knowledge of transportation logistics
- Must be able to conduct inspections, audits, communicate issues, and corrective actions from an authoritative position but with professional courtesy

Responsibilities

- Coordination of EMS Operations
 - Overseeing daily EMS activities
 - Manage ambulance deployments, staffing, and coverage schedules to ensure that EMS services are available 24/7
 - Optimizing resource allocation
 - Ensure that ambulances, equipment, and personnel are appropriately allocated for both routine and emergency situations
 - Scheduling and staffing management
 - Create staff schedules to ensure adequate coverage and manage overtime, vacation, and sick leave
 - Supervise and evaluates the work of departmental employees, administrators the evaluation and disciplinary process and addresses personnel
- Compliance with Regulations
 - Adherence to state and federal regulations
 - Ensure that the ambulance company is compliant with Wisconsin Department of Health Services (WDHS) regulations, National Fire Protection Association (NFPA) standards, and other relevant state and federal laws governing EMS
- Quality Assurance and Improvement
 - Monitoring service quality
 - Review patient care reports and service delivery to identify areas for improvement
 - Implementing quality improvement programs
 - Develop and implement strategies for enhancing patient care, response times, and operational efficiency
 - Patient safety
 - Ensure that safety protocols and procedures are followed by EMS staff during transport and in the provision of care
- Staffing and Training
 - Recruitment and hiring

Physical Requirements

EMTs must perform a wide variety of physical tasks during their shifts, so to do the job properly (and best care for your patients) an EMT must be able to lift at least 100 pounds, push at least 50 pounds, and have the stamina, endurance, and flexibility to repeatedly lift, bend, and kneel.

This position description is not to be interpreted as all-inclusive. The intention is to identify the major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated in this description.