



## OFFICIAL NOTICE AND AGENDA

Pardeeville Village Board **Special Meeting**

Pardeeville Village Hall – Board Room

114 Lake Street, Pardeeville, WI 53954

**Wednesday, June 18th, 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. **Old Business:**
  - 4.1. Public Works Lawnmower
5. **New Business:**
  - 5.1. Pardeeville EMS Service Director Job Description
  - 5.2. Pardeeville EMS AEMT & EMT BASIC Job Description
  - 5.3. Pardeeville EMS Medical Director Proposal
  - 5.4. Pardeeville EMS Professional Liability Insurance
  - 5.5. PACE Decorative Donation Plaque Rock
  - 5.6. 4<sup>th</sup> of July Committee Temporary Class B "Beer" Picnic License
  - 5.7. Playground Equipment by the Batting Cages
6. **Adjournment**

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Angela Engelmann, Village President

**Board Members:** Michael Babcock, Kristie Chapman, Angela Engelmann, Fred Kocher, Justin Kopfhamer, Lloyd Miller, Tom Nakielski

For more details on reports and agenda items, please see the packet on the website: [villageofpardeeville.net](http://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.

**From:** [Dan Burns](#)  
**To:** [Village President; Austen Fredrickson](#)  
**Cc:** [Gerald Kudek](#)  
**Subject:** Items for consideration at the special board meeting Wednesday June 18  
**Date:** Thursday, June 12, 2025 9:35:16 AM  
**Attachments:** EMS Service Director JD v06112025.docx  
Village of Pardeeville EMS\_EMT Job description\_v06112025.docx  
Pardeeville Medical Direction Proposal.pdf

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Good morning Angie,

There are a few items that need attention sooner than later so we can proceed with starting up your service. I will leave it up to you as to which items need board approval and which ones are advisory only.

1. Job description and rate of pay for the Ambulance Service Director. Please see attachment and pay special attention to the yellow highlighted section describing pay. We don't know if any of these employees would be eligible for benefits under the Village's routine benefit structure. Austen and Julie should review this section. Be advised that we reduced the pay of the service director per your comment to \$10,000 stipend per year to handle administrative functions.
2. Job description and rate of pay for employees of the ambulance service (EMTs and AEMTs). Please see attachment and pay special attention to the yellow highlighted section describing pay. We don't know if any of these employees would be eligible for benefits under the Village's routine benefit structure. Austen and Julie should review this section.
3. We would like to schedule time with Julie soon to provide inputs into a budget that she will want to construct for the new EMS department. We have a draft budget for the last quarter of 2025 (assuming start up September 1, 2025) and a full fiscal year budget for 2026.
4. Medical Director Agreement (attached). I've asked the Madison Emergency Physicians (MEP) to modify their Agreement adding in length of term and cancellation any time after the first year with 60-day notice. I also asked MEP to be more specific about the services provided the village under the agreement – taking items from the state statute. I asked that they have a final contract Agreement ready for your review no later than Friday June 13 at 5pm. I've attached the first one to this email.
5. The Village has to secure professional liability insurance for the EMTs working for the Village of Pardeeville EMS. In previous emails I suggested that Julie and/or Austen consult with the WI League of Municipalities for guidance and possible coverage.
6. Once Austen returns from leave we would like to come onsite at the former PDAS ambulance station to inspect the ambulances. The inspection uses elements in Trans-309 (things like size of lettering, siren, red lights, etc.). The state ambulance inspector will have to inspect the vehicles prior to your start up. Our review is necessary to submit a form to the State EMS office in the operational plan.

Thanks,  
Dan

## Dan Burns

Senior Public Safety Specialist



[1445 McMahon Dr | Neenah, WI 54956](#)

O:920.751.4200 | 

[website](#) | [facebook](#) | [linkedin](#) | [instagram](#)

### Confidentiality Statement

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**Service Director  
Emergency Medical Service  
Village of Pardeeville  
(v.06112025)**

## Forward:

This part-time position 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 on-call time for both nights, weekends, and holidays.

## 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.

## Benefits and Salary:

The salary range for this position is \$12.50 per hour during the weekdays of Monday (12:00am – Thursday (ending at 11:59pm). Weekends are defined from Friday at 12:00am until Sunday at 11:59pm. Rate of pay for weekends is \$14.50 per hour. Holiday pay is defined for the 24 hours of the actual day of the holiday from 12:00am-11:59pm. Holidays are compensated by adding \$5.00 per hour to the base hourly pay. Holidays are defined by the Village. An additional bonus of \$10,000 annually will be paid for duties and responsibilities related to the administration of the ambulance service.

## **Job description - Village of Pardeeville AEMT & EMT Basic**

**(V.06112025)**

The Village of Pardeeville is seeking skilled and dedicated EMTs or AEMTs. In this role, you will play a crucial part in providing immediate medical care and transportation to patients in emergency situations. This is a rewarding opportunity to make a difference in people's lives and contribute to the well-being of our community.

### **Qualifications**

- High School Diploma or G.E.D
- State of Wisconsin Licensed A-EMT or EMT-Basic
- Must possess a valid driver's license
- Proficient knowledge of anatomy, physiology, and aseptic techniques
- Strong understanding of basic life support procedures
- Excellent patient assessment skills and ability to make quick decisions in high-pressure situations
- Ability to work collaboratively with a team of healthcare professionals
- Exceptional communication skills, both verbal and written
- Physical stamina and strength to perform duties that may require lifting, carrying, or moving patients

### **Responsibilities**

- You must be in the village of Pardeeville during your on-duty time
- Respond promptly to emergency calls and assess the medical needs of patients
- Administer basic life support techniques, including CPR, as necessary
- Perform physical examinations and assess vital signs of patients
- Administer medications and injections as directed by medical professionals
- Conduct patient assessments to determine the appropriate course of treatment
- Safely transport patients to medical facilities using proper techniques and equipment
- Communicate effectively with medical professionals and relay pertinent information about patients' conditions
- Maintain accurate and detailed records of patient care, treatments, and transport activities

- Proper documentation of all incidents, including patient care reports, and ensure compliance with local, state, and federal reporting requirements

This position reports to the Village of Pardeeville EMS Ambulance Service Director.

## Benefits

- You must be in the Village of Pardeeville during your on-duty and standby time
- Pay Rate:
  - EMT Basic
    - \$10.00 per hour
    - \$12.50 per hour weekend\*
  - A-EMT
    - \$12.00 per hour
    - \$14.50 per hour weekend\*
  - Holiday\*\* Stipend
    - \$5.00 per hour added to base hourly pay
- \*Weekend pay is defined from Friday starting at 12am and ending on Sunday at 11:59pm.
- \*\*Holiday pay is defined for the 24 hours of the actual holiday from 12:00am-11:59pm. Holidays are determined by the Village of Pardeeville administration.





**Madison Emergency Physicians**

**Pardeeville EMS  
Medical Direction Proposal**

**Attn:**  
Dan Burns, RN  
Senior Public Safety Specialist  
McMahon Engineers and Architects



April 22, 2025

Dear Mr. Burns,

Please see the attached drafted contract in support of Madison Emergency Physicians (MEP Health) and Dr. Jennifer Bahr's submission to provide medical direction for Pardeeville EMS. Speaking on behalf of MEP Health and Dr. Jennifer Bahr, I am proud to share this information regarding the experience and background of our incredible team.

If any further details or samples of work would be beneficial, please let me know and I would be happy to provide them as requested. Also, if there is any question regarding this submission, areas that there is interest in negotiating or modifying, or additional information requested, please do not hesitate to reach out at any time. References can be supplied by request.

Enclosed:

- Background on MEP Health (Page 3)
- Staff Biographies (Page 4)
- Cost Proposal (Page 6)

Sincerely,

Kacey Kronenfeld  
Medical Director of Prehospital Services  
MEP Health  
SSM Health Wisconsin Regional EMS Medical Director  
(608) 259-5497 office  
(262) 483-3496 cell  
kronenfeld@mep.health



## **BACKGROUND**

Madison Emergency Physicians (MEP Health) was established in 1983 and devoted itself to excellence in Emergency Medicine. MEP is a democratic, private practice group of 63 physicians and 28 physician assistants specializing in Emergency Medicine. We currently staff eight emergency departments and one urgent care in Southcentral Wisconsin involving care of almost 180,000 patients in 2024. The variety of facilities offers unique opportunities for an outstanding working environment for a diverse group of the best emergency physicians. However, MEP goes beyond staffing shifts in the Emergency Department and has been progressive with meeting the needs of the local health care systems and community. We have multiple physicians who fulfill administrative and medical staff roles within our hospitals. We follow guidelines of fairness set forth by the American Academy of Emergency Physicians (AAEM). MEP is one of just 23 independent groups in the country that has been awarded the prestigious American Academy of Emergency Medicine Certificate of Workplace Fairness<sup>1</sup>. We rely on the character and integrity of each MEP member and our goal is to be the best emergency medicine group in the country.

MEP has a rich history of working with our prehospital partners. Multiple MEP physicians have independently provided medical direction for area agencies and supporting care in conjunction with the emergency departments. Then, in 2017, SSM Health Wisconsin partnered with MEP to develop a more comprehensive prehospital medicine program to advance the medical care provided to our communities, starting from a patient's first contact with emergency personnel in the field. Dr. Kacey Kronenfeld, a dual boarded Emergency Medicine (EM) and Emergency Medical Services (EMS) physician with extensive experience in prehospital medicine, EMS education, quality management, mass gathering, and disaster medicine, in partnership with Stephanie Lehmann, an emergency medicine registered nurse and local paramedic with 18 years of experience in EMS, provided the foundation for this partnership. The program locally has grown to include two additional EMS fellowship trained physicians, three experienced paramedic education specialists/liaisons, and a full time EMS Program Administrator. We continue to be supported by twelve other MEP physicians (many of which are also EMS board certified) who provide EMS medical direction, education and training, participate on numerous local and regional EMS committees, and provide medical coverage at mass gathering events. In addition to our SSM Health partnership, MEP staffs multiple other emergency departments including Reedsburg Area Medical Center, Upland Hills, and Prairie Ridge Hospital. We work with a number of agencies within Columbia, Dane, Dodge, Fond du Lac, Iowa, Jefferson, and Sauk counties for medical direction and are enhancing relationships between MEP, health systems, and our prehospital partners. We also offer an online medical control line with trained EMS physicians/medical directors to support our crews from 0800-2200 daily.

### ***Our overall goals of our program are:***

- ***To promote the development of an integrated healthcare system by building understanding, collaboration, and integration of care amongst prehospital providers, clinics, and hospitals as well as with our other community and healthcare partners.***
- ***To offer medical direction to interested agencies and implement evidence-based emergency care protocols, quality assurance programs, and effective performance improvement processes that are specialized to meet the unique needs of the community each EMS agency serves.***
- ***To provide access to education and training to all levels of providers involved in emergency medical services in our community regardless of affiliation, financial or staffing limitations, or barriers to accessing in person opportunities in order to assist prehospital providers in providing the highest quality of emergency care.***
- ***To collaborate with local, regional, state, and national EMS partners to assist in optimization and implementation of effective EMS systems.***



<sup>1</sup><https://www.aaem.org/membership/benefits/certificate-of-workplace-fairness>

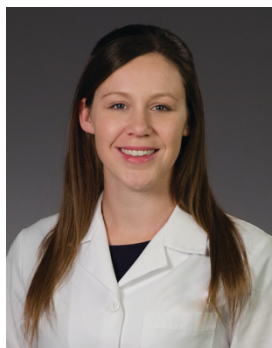
## **STAFF**



### **Jennifer Bahr, MD, FAAEM, FAEMS, CPE**

EMS Medical Director  
Madison Emergency Physicians  
Emergency Medicine Board Certified  
Emergency Medical Services Board Certified

Dr. Bahr completed her medical school training at Medical College of Wisconsin in Milwaukee, then EM residency and EMS and Wilderness Medicine fellowship at Hennepin County Medical Center in Minneapolis. Her college job as an EMT led to applying to medical school and further training from there. Her perspective from working as an EMT in volunteer and paid roles is the basis of her respect for the EMS profession. She finds it rewarding to ensure that a quality crew responds to 911 calls of the community. In free time she likes to camp and bicycle.



### **Kacey Kronenfeld, MD, FAEMS**

Director of Prehospital Services, Madison Emergency Physicians  
SSM Health Wisconsin Regional EMS Medical Director  
Emergency Medicine Board Certified  
Emergency Medical Services Board Certified

Dr. Kronenfeld is a board-certified EMS and EM physician. She completed her EMS fellowship and EM residency at Indiana University in Indianapolis, but is a Badger at heart, with her undergrad and medical school degrees from the University of Wisconsin - Madison. In her roles as the Medical Director of Prehospital Services for MEP and the SSM Health Wisconsin Regional EMS Medical Director, she focuses on personalized medical direction, EMS training, development of effective performance improvement processes, and integration of prehospital care with healthcare organizations. Her goal is to support EMS providers as medical professionals, while optimizing EMS systems and patient care outcomes. She also serves on the EMS Physician Advisory Committee for Wisconsin and participates in multiple local, state and national EMS committees. In her free time she enjoys traveling, outdoor activities, and spending time with her husband and three children.



### **Aurora Lybeck, MD**

lybeck@mep.health  
EMS Medical Director, Madison Emergency Physicians  
Emergency Medicine Board Certified  
Emergency Medical Services Board Certified

Aurora Lybeck, MD is a graduate of the University of Wisconsin School of Medicine, Emergency Medicine Residency at Washington University in St. Louis, and Medical College of Wisconsin for her EMS Fellowship. She was formerly a volunteer EMT-IV Tech and Crew Chief for Waunakee Area EMS. She is dual board certified in Emergency Medicine and EMS and serves as the MEP/SSM Health EMS Medical Director for St. Clare Baraboo. She serves on the Wisconsin ACEP (American College of Emergency Physicians) Board of Directors and as President Elect for the Wisconsin Chapter of NAEMSP (National Association of EMS Physicians). She is passionate about EMS education, simulation, quality improvement and patient safety, EMS provider safety and mental health, rural EMS and community involvement, cardiac arrest and end-of-life care, among many other EMS and Emergency Medicine related topics.



### **Nick Wleklinski MD**

EMS Medical Director, Madison Emergency Physicians  
SSM Health Wisconsin SMM Assistant EMS Medical Director  
Emergency Medicine Board Certified  
Emergency Medical Services Board Certified

Dr. Wleklinski joined MEP in August of 2023. He hails from the great town of Sheboygan (aka the Malibu of the Midwest), did undergrad at UW-Madison, medical school at MCW, EM residency at Northwestern, and EMS fellowship at MCW. His EMS-based interests include community paramedicine, MIH, and general prehospital education. Outside of work, he has a 1-year-old son, Theo, who keeps him occupied, never a dull moment with that guy! He and his wife, Katie enjoy spending time outdoors (hiking, kayaking, pickleball, tennis, etc.), cooking, and traveling to new places. He also enjoys playing golf, frisbee golf, and computer gaming. One thing he wants put out there is, that despite his Sheboygan roots, he is very much a Chicago sports fan – Bears, Cubs, Blackhawks, Bulls – just wanted to make sure that was stated for the record.



### **Lori Schiek**

[schick@mep.health](mailto:schick@mep.health)  
EMS Program Administrator  
Madison Emergency Physicians

In her role as EMS Program Administrator, Lori is involved with the administrative duties of the program and supports the program's training and education initiatives. Through her role, Lori ensures that the program achieves its goals, facilitates interactions with EMS partners and ensures their needs for medical direction, training, and quality improvement are met. Lori has previously worked as a Health Unit Coordinator at a local hospital and has experience in CPR training, education, and community outreach. She began her career in office management and administration as a fitness director and personal trainer and was accredited by the American College of Sports Medicine and American Council on Exercise. She has since held positions supporting executive professionals and board of directors. Lori graduated from the University of Wisconsin Eau Claire with a Bachelor of Science in Exercise Physiology and a double minor in Sports Medicine and Psychology. She also recently completed her EMR certification at Madison College. Lori's experiences allow her to coordinate prehospital operations, support system wide projects and create connections between prehospital providers and the community.



### **Bob Barrix, NRP**

[barrix@mep.health](mailto:barrix@mep.health)  
EMS Program Education Specialist  
Madison Emergency Physicians

Bob completed his initial paramedic and critical care paramedic training at the University of Iowa. With over 30 years in paramedicine as a municipal 9-1-1 paramedic, flight paramedic and clinical primary care role with the Federal Government, he brings to us his specialty in airway management. Bob is actively involved with working alongside some of the most influential leaders on the national and international stage in advancing airway management skills and techniques. With his passion for all things airway, he brings to the organization the most current and effective strategies, tools, and techniques to safely manage airway and respiratory emergencies for all levels of providers. Bob throughout his career has been active in the educational arena teaching the craft in technical schools, colleges, individual departments, the National Park Service, military units as well as major conferences/symposiums nationwide.



### **Cost Proposal for Medical Direction for Pardeeville EMS**

For the first six months (6/1/25-11/30/25) – MEP Health would invoice the Village of Pardeeville for hours worked at a rate of \$175/hour to a max of 20 hours (\$3,500) per month. For the remainder of the contract, invoice would be for \$1400/month stipend for medical direction. Anticipated start date: June 1, 2025.

This cost includes the provision of medical direction that includes establishing a new advanced EMT service in addition to trainings with development and support of an in-house refresher at the state and national level, implementation of evidence-based emergency care protocols (including mobile app), developing of a robust quality assurance program, and supporting effective performance improvement processes. This would all be developed and provided within a flexible model that allows for continuous evolution of processes and programs that are specialized to meet the unique needs of the Pardeeville EMS and the Village of Pardeeville.

This proposal is built based on the recognition of increased participation and involvement required of the medical director during creation and implementation of a new Advanced EMT service with unknown capabilities of a service director. We would recommend consideration for review of hours required prior to discussion of contract renewal as an established AEMT service with the current estimated volume and number of providers may be able to have reduced medical oversight costs.

Our medical direction team would be excited to work with you to identify what is most important for your agency and how our medical direction team can best support individual providers, the agency as a whole, and the community to have the highest quality medical providers and the best patient outcomes. We are always open to suggestions and discussions on how we can continue to improve medical direction and our offerings to be the best partners we can be!

#### **Contact information**

Kacey Kronenfeld, MD, FAEMS  
[kronenfeld@mep.health](mailto:kronenfeld@mep.health)

Jennifer Bahr, MD  
[bahr@mep.health](mailto:bahr@mep.health)