



ADMINISTRATIVE AND PERSONNEL COMMITTEE AGENDA  
March 17, 2026 \* 8:30 AM \* Park View Room  
13600 Juneau Boulevard, Elm Grove, WI 53122

**1. Call Meeting to Order**

**2. Review and Act on Meeting Minutes**

*Documents:*

[AP012126 Minutes.pdf](#)

**3. Discussion and Possible Action: EMS Service Director Job Description and Compensation Range**

*Documents:*

[EMS Service Director Job Description\\_CLEAN.pdf](#)  
[Manager Memo BOT 03.17.26.pdf](#)

**4. Other Business**

**5. Adjourn**

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires that the meeting or materials for the meeting has to be in an accessible location or format must contact the Village Clerk at 262-782-6700 or 13600 Juneau Boulevard by 3:00 PM Friday prior to the meeting so that any necessary arrangements can be made to accommodate your request.

Members of the public wishing to participate in a meeting virtually must submit a Virtual Meeting Access Request form no later than 3:00pm on the Friday preceding the scheduled meeting.

NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice.

**ADMINISTRATIVE AND PERSONNEL COMMITTEE  
MEETING MINUTES  
Wednesday, January 21, 2026**

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Meeting was called to order at 2:33 P.M. by Chairperson Stuckert.

**1. Call Meeting to Order.**

Present: Chairperson Stuckert, Trustee Castile, Trustee Hillmann (Zoom), and Trustee Olson 3:25 P.M. (Zoom)

Absent: Trustee Sayas

Also Present: Village Manager Tom Harrigan, Finance Director Brian Lahey, President Jim Koleski, Police Chief Jason Hennen, Assistant Police Chief Ryan Unger, Fire Chief Brian Naylor,

**2. Announcement of Closed Session pursuant to Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. More Specifically, Review the Police Department Union Contract, Represented and Non-Represented Employee Wage Increase, and Conduct the Annual Performance Review of the Police Chief.**

Chairperson Stuckert read aloud the announcement of closed session.

**3. Review and Act on Meeting Minutes Dated December 4, 2025.**

**TRUSTEE CASTILE MOTIONED TO APPROVE THE MEETING MINUTES DATED DECEMBER 4, 2025. CHAIRPERSON STUCKERT SECONDED. MOTION CARRIED 3-0.**

**4. Discussion and Possible Action on the Creation of a Part-Time Dispatcher Position with a Staffing Limit of Two (2) Employees**

Police Chief Hennen summarized the necessity and anticipated impact of the proposed part-time dispatcher positions. He explained that these roles would address scheduling gaps currently filled by shifting full-time staff or utilizing overtime. Chief Hennen noted that the change is expected to be budget-neutral or potentially yield cost savings by reducing overtime expenditures.

President Koleski inquired about benefit eligibility, specifically regarding the Wisconsin Retirement System (WRS) and how hours would be managed to stay below benefit thresholds. Chief Hennen clarified that the positions are part-time. The only potential benefits would be prorated holiday and vacation pay, contingent upon the employee averaging at least 20 hours per week.

In response to President Koleski's inquiry regarding recruitment, Chief Hennen noted he has already spoken with one interested candidate to gauge viability.

**TRUSTEE CASTILE MOTIONED TO RECOMMEND TO THE BOARD OF TRUSTEES THE CREATION OF A PART-TIME DISPATCHER POSITION WITH A STAFFING LIMIT OF TWO (2) EMPLOYEES. TRUSTEE HILLMANN SECONDED. MOTION CARRIED 3-0.**

**5. Discussion and Possible Action on Firefighter Compensation: Implementation of a \$30 Training Incentive and Increase to Unassigned Shift Pay.**

Fire Chief Naylor presented a proposal to implement a \$30 training incentive and a \$10 increase to unassigned shift pay. He explained that these adjustments are intended to reward firefighters who demonstrate commitment and go above and beyond in their service to the department.

Chief Naylor informed the Committee that this proposal was previously reviewed by the Finance Committee during the 2026 budget workshops. The projected costs associated with these increases have been fully incorporated into the approved 2026 budget.

**TRUSTEE CASTILE MOTIONED TO RECOMMEND TO THE BOARD OF TRUSTEES THE IMPLEMENTATION OF A \$30 TRAINING INCENTIVE AND INCREASE TO UNASSIGNED SHIT PAY. TRUSTEE HILLMANN SECONDED. MOTION CARRIED 3-0.**

**6. Closed Session**

Trustee Olson arrived via Zoom (3:25 P.M.)

Motion made to convene into closed session pursuant to Wis. Stat. Sec. 19.85 (1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. More Specifically to discuss:

- A. Review the Police Department Union Contract
- B. Review the Represented & Non-Represented Employee Wage Increase
- C. Conduct the Annual Performance Review of the Police Chief

**7. Motion to Reconvene into Open Session**

Meeting convened into open session at 3:19 P.M.

**8. Discussion and Possible Action Regarding Items Discussed in Closed Session**

- A. Review the Police Department Union Contract

No Action Taken

- B. Review the Represented & Non-Represented Employee Wage Increase

**TRUSTEE CASTILE MOTIONED TO RECOMMEND TO THE BOARD OF TRUSTEES THE APPROVAL OF FIRE CHIEF NAYLOR'S 2025 FIREFIGHTER BONUSES PER THE JANUARY 6TH MEMO. TRUSTEE HILLMAN SECONDED. MOTION CARRIED 4-0**

**TRUSTEE HILLMANN MOTIONED TO RECOMMEND TO THE BOARD OF TRUSTEES THE 2026 WAGE INCREASES FOR NON-REPRESENTED EMPLOYEES CONSISTENT WITH THE MATERIALS PRESENTED IN CLOSED SESSION. TRUSTEE CASTILE SECONDED. MOTION CARRIED 4-0**

C. Conduct the Annual Performance Review of the Police Chief

No Action Taken

**9. Other Business**

None

**10. Adjourn**

**TRUSTEE CASTILE MOTIONED TO ADJOURN. TRUSTEE HILLMANN SECONDED. MOTION CARRIED 4-0.**

Meeting adjourned at 3:31 P.M.

Respectfully Submitted,  
Finance Director Brian Lahey



**Emergency Medical Services Director**  
Emergency Medical Services (EMS)  
Part-time/Hourly  
FLSA: No

## **JOB DESCRIPTION**

### **Purpose of Position**

The EMS Service Director is responsible for the overall administration, operation, and management of the Village's Emergency Medical Services (EMS) Department. The EMS Service Director will ensure the delivery of high-quality pre-hospital emergency care, maintain operational efficiency, ensure regulatory compliance, and foster strong collaborative relationships with other public safety departments and stakeholders. This is a department head level position that directly reports to the Village Manager and Board of Trustees.

### **Essential Duties and Responsibilities**

The following duties are normal for this position and are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversee the daily operations of the EMS department, including staffing models, scheduling, and response to emergency and non-emergency calls.
- Supervises the scheduling of employees to maintain 24/7 staffing of EMS services to the community.
- Collaborate closely with the EMS Medical Director to ensure clinical excellence, protocol compliance, quality assurance, and quality improvement activities.
- Develop, implement, and enforce department policies, procedures, and standard operating guidelines.
- Oversee payroll processing for EMS personnel to ensure accuracy and compliance with Village policies.
- Prepares and manages the EMS department annual operating and capital budgets.
- Ensures the EMS service is compliant with Wisconsin Department of Health Services Ambulance Service Provider License requirements, as well as all other Federal, State and local rules, statutes, ordinances, and regulations governing EMS operations.
- Collect, analyze, and report EMS operational data including call volume, response metrics, staffing trends, and system performance to support planning and budget decisions.
- Provides shift relief as an EMT (at a level equal to the Service Providers License) when staffing needs dictate and for Backup calls when needed.
- Oversee recruitment, hiring, training, credentialing, evaluation, retention, and discipline of EMS personnel in coordination with Village HR policies.
- Supervises proper preventative maintenance and repair of the ambulance fleet, maintains appropriate records of same, and develops specifications for and procurement of ambulance vehicles in accordance with established replacement schedules.
- Reviews patient care reports with the EMS Medical Director to determine if key clinical performance indicators are being met.

- Maintains adequate inventory of disposable and non-disposable medical supplies and equipment to ensure that these items are available at all times. Confers with vendors to keep abreast of new and improved products and technologies in the EMS industry.
- In addition to usual work hours, must be available during non-work hours to respond to emergencies, provide EMS command, on site management support, and other operation issues.
- Represent the EMS department at meetings with Village officials, community groups, mutual aid partners, and external agencies.
- Work collaboratively with the Fire Chief and Police Chief on joint operations, training, emergency planning, and interdepartmental initiatives.
- Establishes and maintains effective professional and working relationships with staff members, elected officials, community service agencies, as well as other EMS agencies and health care providers.
- Delegate administrative, maintenance and custodial duties as appropriate.
- Performs other related job duties as required.

#### **Required Knowledge, Skills, and Abilities**

- Knowledge of first aid, life-saving, and rescue techniques.
- Knowledge of the duties and responsibilities pertaining to EMS and emergency management as prescribed under the laws and regulations established by local, County, State, and Federal agencies.
- Knowledge of the National Incident Management System (NIMS), disaster management, as well as essential aspects of emergency service operations and incident command.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to define and resolve problems, to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to establish priorities and work on multiply tasks.
- Excellent report writing and presentation skills.
- Excellent communication skills.
- Knowledge of two-way radio communications systems, paging and alerting systems, mobile data computers, computer aided dispatch (CAD), and other public safety communications equipment and technologies.
- Skilled in establishing/maintaining effective working relationships with EMS personnel, members from neighboring communities, members of various EMS related committees, and other health care providers.
- Excellent computer skills and proficient in the use of EMS related software applications.
- Knowledge of municipal budgeting and finance.
- Skilled in long range strategic planning and program development.

## **Physical Requirements**

The EMS Service Director must maintain the physical condition necessary to meet the core competencies and functional job tasks required of their EMS licensure level. These tasks include but are not limited to the following:

- Ability to use full range of body motion and dexterity to allow significant handling, transferring, pushing/pulling, and lifting of patients and equipment.
- Ability to frequently lift, carry, push or pull up to 50 pounds, and occasionally lift, carry, push or pull over 50 pounds.
- Ability to stand and or walk 80-90% of shift; and sit 10-20% of shift.
- Ability to use good hand/eye coordination, and finger dexterity.
- Ability to use good perception and discrimination related to odor, color, and textures.
- Ability to use good perception and discrimination related to functional visual ability and depth perception; sound perception; and functional speech.
- Ability to frequently bend, twist, balance, and reach above and below shoulder level; as well as occasionally kneel and climb as necessary to perform job duties.
- Ability to wear gloves and other protective equipment.
- Physical stamina to work long shifts, perform multiple calls, and function under stress.
- Tolerance for working outdoors and in all weather conditions.

The Director is responsible for promptly self-reporting to the Village Manager if any medical condition, injury, or physical limitation arises that prevents them from safely performing the essential physical functions of a licensed EMS provider.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

- Preferred five (5) years EMS field experience (municipal experience preferred).
- Preferred three (3) years of experience serving in a supervisory and management role.
- Experience in Fire Department operations is preferred.
- Hold a valid Wisconsin EMS license (EMT or Paramedic).
- Current CPR certification.
- Current certifications in American Heart Association Basic Life Support (BLS).
- Emergency Vehicle Operation (CEVO) certification.
- Hold a valid state driver's license with a clean driving record.
- High School Diploma or equivalent.
- Completion of Incident Command System (ICS/NIMS) courses ICS-100, 200, 300, 700, and 800, or willingness to obtain within a specified timeframe.

The Village of Elm Grove is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date



# Memo

To: Administrative & Personnel Committee  
From: Thomas Harrigan, Village Manager  
Date: March 13, 2026  
Re: Proposed Emergency Service Director Job Description

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**1. Review and possible action on the Emergency Service Director Job Description and compensation range.**

The purpose of this memo is to provide the Committee with a brief overview of Wisconsin state requirements for the EMS Service Director position and the responsibilities associated with the role for a licensed emergency medical service.

**Background:**

Under Wisconsin Administrative Code DHS 110, every licensed Emergency Medical Service (EMS) provider in the State of Wisconsin must designate a Service Director responsible for the administrative and operational oversight of the EMS service. The Service Director functions as the operational leader of the service and works in coordination with the EMS Medical Director, who provides clinical oversight and establishes medical protocols. The Village currently engages with Emergency Medical Services Physician Specialists, S.C. for Medical Director Services.

**Key Requirements:**

State regulations require that each EMS service designate a Service Director who is approved by the governing body of the service and identified in the Wisconsin Department of Health Services (DHS) EMS licensing system. While Wisconsin law does not mandate a specific EMS certification level for this position, the individual must possess the ability and experience necessary to manage the operations of the EMS service and ensure compliance with state regulations.

## Core Responsibilities:

The EMS Service Director is generally responsible for:

- Administrative management of the EMS service
- Ensuring compliance with Wisconsin EMS licensing and regulatory requirements
- Personnel oversight, staffing coordination, and training compliance
- Equipment readiness and operational preparedness of EMS units
- Incident reporting and documentation through the DHS reporting system
- Coordination with the EMS Medical Director regarding protocols and quality assurance

The EMS Service Director must be formally designated as part of the EMS service license maintained with the Wisconsin Department of Health Services. Any change to this position must be updated in the state's EMS licensing system to maintain compliance.

The EMS Service Director position is a required administrative leadership role under Wisconsin law and is essential to maintaining an EMS service license. The role ensures operational oversight, regulatory compliance, and coordination with medical leadership to support the delivery of emergency medical services to the community.

## Action Items:

The Administrative and Personnel Committee is asked to review the enclosed EMS Service Director job description and proposed compensation range. As part of ongoing efforts to improve processes and operational structure within the EMS Department, the updated job description and compensation scale are being presented for formal consideration and adoption.

The proposed compensation range of \$25,000 to \$30,000 is intended to appropriately recognize the responsibilities of the position and align the role with comparable positions in the regional marketplace.

If approved, the newly classified position will be posted internally within the EMS Department as part of the planned transition process for the EMS Service Director role.

Please do not hesitate to contact me with any questions in advance of the meeting.