

**ADMINISTRATIVE AND PERSONNEL COMMITTEE  
MEETING MINUTES  
Tuesday, March 17, 2026**

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Meeting was called to order at 8:30 A.M. by Chairperson Stuckert.

**1. Call Meeting to Order.**

Present: Chairperson Stuckert, Trustee Olson, Trustee Castile (Zoom), and Trustee Sayas (Zoom)

Absent: Trustee Hillmann

Also Present: Village Manager Tom Harrigan, Finance Director Brian Lahey, Trustee Schindler, Assistant Village Manager Ethan Sowl

**2. Review and Act on Meeting Minutes Dated January 21, 2026.**

**TRUSTEE SAYAS MOTIONED TO APPROVE THE MEETING MINUTES DATED JANUARY 21, 2026. TRUSTEE CASTILE SECONDED. MOTION CARRIED 4-0.**

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

Village Manager Harrigan provided comprehensive background on the need for a new EMS Service Director job description and update compensation range. He explained that Curt Waddell, who has been serving temporarily in this role, had always intended it to be a short-term commitment and has fulfilled the obligation longer than anticipated. The village now has several internal candidates within the EMS department interested in stepping into the role permanently.

Village Manager Harrigan noted that the village had benefited significantly from Dr. Robinson, who previously fulfilled both the service director and medical director roles essentially free of charge. A unique arrangement since these are typically separate positions with substantial compensation packages in the marketplace. He emphasized that this new position would be part-time based on the village's service model.

The proposed salary range of \$25,000 to \$30,000 was presented as potentially low compared to market rates, but Harrigan explained this conservative approach allows for careful implementation and potential adjustment during the 2027 budget cycle. Since the EMS department operates as an enterprise fund where revenues should offset expenditures, and this position wasn't originally budgeted, the village is also reviewing ambulance fees for potential increases.

Tom detailed the comprehensive job description, which was developed using several regional examples and internal review processes. The village's medical director, Dr. Deluhery, provided input requesting two specific additions: mandatory annual reviews of all EMS department employees, and annual performance reviews covering call volume, responses, and care administration quality. These amendments will be incorporated into the final job description.

Committee members engaged in detailed discussion about current ambulance billing practices. Trustee Schindler explained the current four-tier system covering Basic Life Support, Advanced Life

Support levels 1 and 2, with increasing charges based on services provided. A recent study revealed the village's rates are significantly lower than surrounding communities, though Medicare reimbursement remains fixed regardless of charges.

Village Manager Harrigan confirmed the position will be posted internally for approximately two weeks, allowing any qualified EMS department employee to apply through the standard interview process. The goal is to have someone in place by mid-to-late April.

**TRUSTEE SAYAS MOTIONED TO RECOMMEND TO THE BOARD OF TRUSTEES THE EMS SERVICE DIRECTOR JOB DESCRIPTION AND COMPENSATION RANGE, WITH THE AMENDMENTS FROM DR. DELUHERY. TRUSTEE CASTILE SECONDED. MOTION CARRIED 4-0.**

**4. Other Business**

None

**5. Adjourn**

**TRUSTEE SAYAS MOTIONED TO ADJOURN. TRUSTEE OLSON SECONDED. MOTION CARRIED 4-0.**

Meeting adjourned at 8:42 A.M.

Respectfully Submitted,  
Finance Director Brian Lahey