

Tony Evers  
Governor



State of Wisconsin  
Department of Health Services

Kirsten L. Johnson  
Secretary

DIVISION OF PUBLIC HEALTH

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March 1, 2023

(Via E-Mail and Certified US Mail)

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Re: Letter of Warning to [REDACTED]**

Dear Mr. [REDACTED],

The Department of Health Services (Department), Emergency Medical Services (EMS) Section, hereby issues a letter of warning to you, [REDACTED], as service director for [REDACTED], related to failure to ensure that all EMS personnel are properly licensed and credentialed as required by Wis. Admin Code DHS §110.48(3).

**Factual Basis for the Department's Action**

You were the service director on record with the [REDACTED] during 2020. In your role as a service director for [REDACTED], you completed the 2020-2023 EMS Service Provider Renewal Application on June 3, 2020. On the 2020-2023 EMS Service Provider Renewal Application, you entered your initials in the box provided to indicate you agreed with the following statements:

*I understand that Wis. Admin. Code § DHS 110.48 states "Service director. An emergency medical service provider shall have a service director who shall:*

- 1. Serve as the primary contact between the emergency medical service provider and the department.*
- 2. Assure that all elements of the operational plan are kept current.*
- 3. Assure that EMS personnel are properly licensed and credentialed.*
- 4. Provide day-to-day supervision of the ambulance service provider's operations."*

[REDACTED] was an emergency medical practitioner credentialed with [REDACTED] prior to September 30, 2020. [REDACTED]'s paramedic license expired on September 30, 2020.

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On January 3, 2023, the Department received a notification that [REDACTED] was functioning as an emergency medical services practitioner with [REDACTED] without a license.

On January 10, 2023, the Department requested you provide the number of times [REDACTED] responded with [REDACTED] after his license expired.

On January 11, 2023, you provided the Department with documentation listing at least 153 emergency medical responses [REDACTED] completed with [REDACTED] after his license expired on September 30, 2020.

### **Legal Authority for Department Action**

Under Wis. Admin Code DHS §110.55,

The department may issue a warning letter to a licensee, permit holder, or certificate holder if the department finds that the person has committed a minor, first-time violation of a requirement of this chapter or ch. 256, Stats., or a minor, first-time violation identified in s. DHS 110.54. The department shall retain a copy of the warning letter in the person's file and may consider it when determining what enforcement action is appropriate if the person commits subsequent violations...

Wis. Admin. Code DHS §110.48 states,

An emergency medical service provider shall have a service director who shall:

- (1) Serve as the primary contact between the emergency medical service provider and the department.
- (2) Assure that all elements of the operational plan are kept current.
- (3) Assure that EMS professionals are properly licensed and credentialed.
- (4) Provide day-to-day supervision of the ambulance service provider's operations.

### **Department Action**

Based on the records submitted, it has been determined that you failed to assure EMS personnel were properly licensed and credentialed in accordance with Wis. Admin. Code 110 and Wis. Stat. ch 256.

In accordance with Wis. Admin. Code DHS §110.55, the Department will post a copy of summary of the letter of warning, which does not identify the recipient of the letter, on the Department's EMS website, will retain a copy of this letter of warning in your file, and may consider it in determining what further enforcement action may be appropriate if subsequent violations occur.

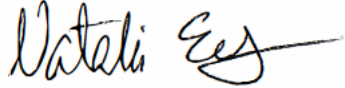
Pursuant to Wis. Admin. Code DHS § 110.55, the Department's issuance of this letter of warning is a final decision of the Department and is not subject to an administrative hearing.

████████████████████  
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If you need additional assistance, please contact me by phone at 608-267-7178 or via email at [natalie.easterday@dhs.wisconsin.gov](mailto:natalie.easterday@dhs.wisconsin.gov).

Sincerely,

A handwritten signature in black ink that reads "Natalie Easterday". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Natalie Easterday

Director

Office of Preparedness and Emergency Health Care

Wisconsin Department of Health Services