

Cambridge Community Fire and EMS Commission

Minutes Meeting
August 4 , 2022

Opening

A meeting of the Cambridge Community Fire and EMS Commission was called to order at 6:30pm on August 4 , 2022 at the Oakland Townhall, Cambridge, WI by Mark Cook.

Roll Call

Gene Kapsner, Mark McNally, Mark Cook, Dave Schroeder, Julie Nelles.

Pledge of Allegiance by all.

Proof of Posting

Yes

Approval of Minutes

The June 30, 2022, meeting minutes were unanimously approved, motion made by Dave Schroeder, seconded by Gene Kapsner, carried by all.

Guest in Attendance - Community Members listed on attached sign-in sheet. Sign-in sheet reflects members of the Town of Lake Mills Board.

Discussion and Possible Action:

Business Meeting

Meeting with the Town of Lake Mills Board/Strategy for becoming resourceful at EMS service into the future.

Discussion led by Dave Schroeder, Commission member representing Town of Lake Mills, along with Members of the Town of Lake Mills Board, Jim Heinz and Tom Bucchel.

- Lake Mills Fire
- Lake Mills EMS
- Cambridge Fire
- Service/Staffing
- Response Time
- Money
- Equalized Investment by all communities

Chief Paul Blount responded to all discussion items. Many variables of service were laid out. CEMS would like to be part of the solution. Area of concern is North of the interstate. Possible chase vehicle was also mentioned. McNally asked about duration of service CEMS would be guaranteed.

Next Steps –

Town of Lake Mills Board to confirm area of service and then per capita amount. No action was taken on this issue.

Grants

Chief Blount informed the board that a Grant received from State of Wisconsin in the amount of \$30,691.00 to be used for training, equipment, and education was awarded and received. He is waiting to hear on another Grant from Federal and State government to be set toward the purchase of a chase car.

Chief Blount indicated that he and his staff have been diligently completing grant applications.

EMS –

Ambulance-replacement needs

Discussion lead by Chief Paul Blount.

One ambulance chassis – NEW – has become available at a before inflation price. Staff is looking into details so that when purchase/money is needed to hold a chassis for CAEMS, details will be available for further discussion. This is a significant cost savings for the people. Nothing else changes except the arrival time. Currently purchase price is locked in.

OSHA Compliance Safety Needs

Discussion. Mark McNally made a motion that Mark Cook and Mark McNally will talk with the Badger Bank to finance the Air Ventilation System replacement in the amount of \$100,000 and an ambulance down payment with information to be shared at the next meeting. Motion was seconded by Dave Schroeder, carried unanimously.

Sleeping Quarters update

Mark Cook polled the Commission in regard to the requirement of Noticing their respective boards of the accepted offer to purchase the 113 Marion Street property. Sleeping quarters are part of our budget and all respective boards have been noticed. Town of Oakland is planning further discussion at their next meeting.

Update on Open Records Request.

Our lawyers are responding.

Bank update

Gene Kapsner made a motion for President Mark Cook and Secretary Treasurer Mark McNally to have access to the Commission's Lock Box and both Badger Bank and the Bank of Deerfield. Motion was seconded by Julie Nelles. Motion carried by unanimous vote.

Budget and other business allowable.

Entering the Budget Planning Process – Mark McNally, Chief Johnson and Chief Blount will gather data.

Chief Johnson gave budget update and our commitment to install air ventilation system for all vehicles. Squad 5 to be sold, Enbridge Vehicle to be updated with emergency package to Car 1 and 2003 Engine 17 to be replaced in the future.

Next Meeting Date TBD by President Mark Cook.

Adjournment

Mark McNally made the motion to adjourn. Motion was seconded by Dave Schroeder. Meeting Adjourned.

Minutes submitted by: Pam Cook

Approved by: Mark McNally

October 5, 2022 draft budget CCFEC				Input only	Formulas	Incr (decr)	Notes		
Line Item	Description	2022	Proposed 2023	% change					
450.1	Gross Wages	\$ 495,800.00	\$ 625,000.00	26.06%	\$ 129,200.00		Only wages		
450.2	Payroll Processing	\$ 2,500.00	\$ 2,500.00	0.00%	\$ -				
450.3	ACH Fees	\$ 700.00	\$ 700.00	0.00%	\$ -				
450.4	Federal Withholding				\$ -				
450.5	State Withholding				\$ -				
450.6	FICA Medicare/SS	\$ 39,005.00	\$ 49,000.00	25.62%	\$ 9,995.00			High range estimate. WRS employer	\$118,181.00 WRS is 13.22% in Health plans & Dental & Life using current HD Dean plan with HSAs \$500-5750
500.0	Benefits	\$ 69,100.00	\$ 110,000.00	59.19%	\$ 40,900.00			These numbers and the budget is prepared for 7 full-time employees which is never the actual. There are always those who do not take the health insurances. Health benefits & WRS are in this line item.	
550.1	Postage	\$ 200.00	\$ 200.00	0.00%	\$ -			50% to F & E	
550.2	Office Supplies	\$ 1,200.00	\$ 1,200.00	0.00%	\$ -			50% to F & E	
600.1	Professional Services	\$ 12,000.00	\$ 12,000.00	0.00%	\$ -			professional accountant	
600.2	EMS Operations Budget	\$ 60,950.00	\$ 79,800.00	30.93%	\$ 18,850.00				
600.3	FD Operations Budget	\$ 75,400	\$ 90,000	19.36%	\$ 14,600.00				
600.4	Insurance PAK vehicles, Liability	\$ 18,500.00	\$ 23,500.00	27.03%	\$ 5,000.00			50% to F & E	
600.5	Workman's Compensation	\$ 36,900.00	\$ 36,900.00	0.00%	\$ -			50% to F & E	
650.1	Fuel	\$ 9,000.00	\$ 12,000.00	33.33%	\$ 3,000.00			75% ems	
650.2	Vehicle Repairs	\$ 18,500.00	\$ 18,500.00	0.00%	\$ -			100% ems	
650.3	Cellular & Data Vehicles	\$ 6,600.00	\$ 6,600.00	0.00%	\$ -			50% to F & E	
650.4	Information Tech (service & equipment)	\$ 16,000.00	\$ 16,000.00	0.00%	\$ -			50% to F & E	
700.1	Consumables	\$ 1,500.00	\$ 1.00	-99.93%	\$ (1,499.00)				
700.2	Grounds Maintenance	\$ 1,500.00	\$ 1,500.00	0.00%	\$ -			50% to F & E	
700.3	Building Maintenance	\$ 4,500.00	\$ 4,500.00	0.00%	\$ -			75% fire	
700.4	Housing	\$ 11,300.00	\$ 16,800.00	48.67%	\$ 5,500.00		Fire & EMS new house		
750.1	Phones / Television / Internet	\$ 5,500.00	\$ 5,500.00	0.00%	\$ -			50% to F & E	
750.2	Electric & Gas	\$ 10,000.00	\$ 14,000.00	40.00%	\$ 4,000.00			50% to F & E	
750.3	Water & Sewer	\$ 4,100.00	\$ 4,100.00	0.00%	\$ -			50% to F & E	
800.1	Initiatives	\$ 2,000.00	\$ -	-100.00%	\$ (2,000.00)				
800.2	Building Reserve Fund	\$ 10,000.00	\$ -	-100.00%	\$ (10,000.00)				
800.4	EMS Reserve Fund	\$ 20,000.00	\$ -	-100.00%	\$ (20,000.00)				
800.5	FD Reserve Fund	\$ 20,000.00	\$ -	-100.00%	\$ (20,000.00)				
801.1	Temporarily Unassigned				\$ -				
Total Operations Expenses		\$ 952,755.00	\$ 1,130,301.00	18.64%	\$ 177,546.00				

Line Item	2022	2023	% of budget share 2023	Proposed 2023 budget	% Change 2022-2023	
850.1	Engine 1 Lease	\$ 51,636.68	\$ 55,000.00	6.51%	\$ 3,363.32	once year payments
	Squad 5 Lease	\$ -	\$ 70,000.00	\$ 70,000.00	once year payments	
	Plymoyent	\$ -	\$ 12,000.00			monthly 1,000
	Ambulance		\$ 18,000.00			6 months of year
850.2	Station Expansion Fin consultant	\$ 51,636.68	\$ 155,000.00	200.17%	\$ 103,363.32	
Total Operations & Capital		\$ 1,004,391.68	\$ 1,285,301.00	27.97%	\$ 280,909.32	
Budget Item Income						
900.1	Run Fees	\$ 225,000	\$ 250,000	11.11%	\$ 25,000.00	estimate
900.2	Tower Rental	\$ 9,630	\$ -	-100.00%	\$ (9,630.00)	going away
900.3	WI Funding Assistance Progra	\$ 6,000	\$ 71,000	1083.33%	\$ 65,000.00	Flex grant (fed funds) for 2022/2023 only
900.4	Offset from Reserves				\$ -	
900.5	Interest (Operations Accounts)				\$ -	
910.1	Donations station expansion				\$ -	
Non municipal Revenue		\$ 240,630.00	\$ 321,000.00	33.40%	\$ 80,370.00	
Total Municipalities		\$ 763,761.68	\$ 964,301.00	26.26%	\$ 200,539.32	
FORMULAS						
		2022	% of budget share 2023	Proposed 2023 budget	% Change 2022-2023	
950.1	Cambridge (Dane & Jefferson	\$ 191,017.09	26.04%	\$ 251,080.17	31.44%	
950.2	Christiana	\$ 146,500.59	20.26%	\$ 195,352.34	33.35%	
950.3	Lake Mills	\$ 29,011.47	3.99%	\$ 38,516.72	32.76%	
950.4	Oakland	\$ 380,582.25	47.61%	\$ 459,102.11	20.63%	
950.5	Rockdale	\$ 16,650.28	2.10%	\$ 20,249.66	21.62%	
Total Income		\$ 763,761.68	100%	\$ 964,301.00	26.26%	

Sept 23, 2022 draft budget CAEMS

Budget Item	Description	2022	2023	Change
100.1	Recruiting	\$ 2,000.00	\$ 3,000.00	50.00%
100.2	Training	\$ 2,500.00	\$ 7,000.00	180.00%
100.4	Uniforms	\$ 2,200.00	\$ 5,500.00	150.00%
100.5	Medical	\$ 500.00	\$ 1,500.00	200.00%
100.6	Incentives	\$ 300.00	\$ 1,000.00	233.33%
100.7	Food	\$ 1,500.00	\$ 3,000.00	100.00%
100.8	Day Room	\$ 200.00		0.00%
100.9	Humanitarian	\$ 100.00	\$ 100.00	0.00%
200.1	Medical Consumables	\$ 29,600.00	\$ 33,000.00	11.49%
200.2	Office Supplies	\$ 800.00	\$ 800.00	0.00%
200.3	Cleaning Supplies	\$ 500.00	\$ 750.00	50.00%
200.4	Postage	\$ 200.00	\$ -	-100.00%
200.5	Vehicle Supplies			
250.1	IT Services			
250.2	Professional Services	\$ 500.00	\$ -	-100.00%
250.3	Subscriptions & Memberships	\$ 4,500.00	\$ 4,500.00	0.00%
300.1	Office Equipment	\$ 2,000.00	\$ 2,000.00	0.00%
300.2	Rig Equipment	\$ 2,650.00	\$ 3,650.00	37.74%
300.3	Equipment Maintenance Contracts	\$ 9,500.00	\$ 10,000.00	5.26%
300.4	Radios & Pagers	\$ 1,400.00	\$ 4,000.00	185.71%
300.5	Public Health Emerg COVID-19			
399.1	Temporarily unassigned			
Total EMS Operations		\$ 60,950	\$ 79,800	30.93%

Physical exams and testing new hires.

Dinner/snacks

Estimate