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# Cambridge Community Fire and EMS Commission

## MINUTES

Called by Commissioners Kris Breunig (Cambridge) and Sheila Palinkas (Oakland)

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Location: Town of Oakland Office, N4450 County Rd. A, Cambridge, Wisconsin 53523

Date: March 28, 2024

Time: 6:00 p.m.

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### Agenda details:

Notice of a special meeting pursuant to the Cambridge Community Fire & EMS intergovernmental agreement section 2.1.7 Conduct of Business, paragraph five, line(s) 1-2....or upon joint request of two or more members. Upon such a request, the commission Secretary shall provide a written notice of such meeting to the Commission members and the public pursuant to the Wisconsin Open Meetings Law.

1. Call to Order at 6:00 p.m.
2. Roll Call Alicia Hynes (AH), Kris Breunig (KB), Sheila Palinkas (SP), Dave Schroeder (DSL), Dave Smithback (DSC) in place of Mark Cook.
3. Verification of posting The posting was verified.
4. Pledge of allegiance
5. Approval of agenda\* KB made a motion to approve the agenda. SP Seconded. Discussion and motion by DSC to remove items 7, 9,15,16 17. Seconded by DSL. Discussion ensued. Attorney Hahn suggested taking them one at a time. Item 7 Vote: 3-Aye, 2-Nay Motion carried to remove item 7. Item 9 Vote: 3-Aye, 2-Nay Motion carried to remove item 9. Item 15 Vote: 2- Aye, 3- Nay Motion to remove item 15 fails. Item 16 Vote: 2- Aye, 3- Nay Motion to remove item 16 fails. Item 17 vote: 2- Aye, 3- Nay Motion to remove item 17 fails. All were in favor of approving the agenda as amended.
6. Approve Minutes from the February 8, 2024, meeting.
7. Discussion and possible action with respect to removal of FC President Mark Cook. Item removed from the agenda (see #5)
8. If necessary, appoint President Pro Tem for the meeting. This item tabled as Atty Hahn ran the meeting.
9. EMS Deputy Director/Chief Report\* Item removed (no one available, no written report).
10. Fire Chief Report First Assistant Chief Tom Frederick gave the CVFD report.

11. **Treasurer Report** Treasurer Palinkas gave the financial reports. Copies were provided to all and will be filed electronically with the minutes.
12. **Review and approve bills scheduled to be paid.** Commissioner Palinkas presented a list of bills to be paid (will be filed electronically with the minutes), DSL- Made a motion to pay the bills on the list. (\$13,888.29), KB-Seconded, all in favor, motion carries. DSL made a second motion to pay the PNC late fee if it is not waived. It was seconded by DSC, all in favor, motion carried. AH made a third motion to pay the CVFD 2<sup>nd</sup> quarter payment after Cambridge and Oakland pay. It was seconded by DSL, all in favor, motion carried. A fourth motion was made by AH to approve the 4/15 fire truck payment. It was seconded by KB, all in favor, motion carried.
13. **Discussion and possible action to freeze non-essential spending.** SP made a motion to work with the chiefs on both sides to define non-essential spending and submit it for vote at the next meeting. AH Seconded the motion. Discussion ensued. Vote: DSC- Nay, DSL-Aye, SP- Aye, KB- Aye, AH, Aye
14. **Discussion and possible action on replacement or refurbishment of Tender 6.** Assistant Chief Frederick gave a report. In summary there are three options. 1. Replace the apparatus completely, 2. Replace the frame rails and 3. Replace the chassis. Option 1 would cost approximately \$500,000 based upon research and quotes. Option 2 would be the least expensive however, the apparatus would still be near the end of it's life and would need additional work, tires- \$8,000 and electrical work. Option 3 would be a turnkey solution and would make the apparatus a 'new' piece of equipment with an estimated 20-25 year lifespan. That cost was approximately \$270,000 (all in). This option would also be considered the acquisition of new equipment and therefore 2% dues can be used for the purchase. Already \$50,000 of which was set aside by the FD. In addition, the company which would provide the chassis would give us \$20,000 for the old one. Dave Schroeder reported that Fire Services in Lake Mills would evaluate the truck for free for a third look. DSC- made a motion to take the truck to Fire Services. DSL seconded it. Vote 4- Aye, 1- Nay (KB)
15. **Review 2023 budget vs. actual statement.** We had a discussion about the 2023 Budget Vs. Actual. Alicia said that Paul Blount told her there is \$175,000 in grant money missing or not on the report. S.P. reported that all money that was deposited to accounts that she knows about was recorded. There were a few uncategorized deposits but nothing in the amount of \$175,000. She also reported that it could have been received in 2022 as most grants require that the money be spent first and then invoices be submitted for reimbursement. AH said that Paul Blount also asked about the Lake Mills EMS payments. Sheila confirmed that two quarters are recorded as having been received. No action taken.
16. **Discussion and possible action on potential revisions to spending in 2024.** Items under consideration: a. A change to require Director position to include working shifts. b. Possible elimination of Deputy position. c. Determine what other positions exist and whether they are necessary. Item 16 a. AH motion to table DSL seconded the motion. DSC-Aye, DSL-Aye, SP-Nay, KB-Nay, AH- Aye. Motion carried 3 – 2, Item 16 b. DSL- Motion to table, AH Seconded the motion. Vote: DSC- Aye, DSL- Aye, SP-Nay, KB- Nay, AH, Aye. Motion carried. Item 16 c. SP made a motion to requests a listing of all positions currently in use. KB- seconded. All voted in favor. Motion carried.
17. **Discussion and possible action on the Lake Mills EMS service:** a. Operating costs (gas, maintenance, etc. b. Office expenses: equipment, internet, supplies, etc. Item 17a. SP made a motion to track all costs associated with operating such as gas, maintenance, etc. KB Seconded the motion. All in favor except DSC. Motion carried. Item 17b. SP made a motion to track all office expenses associated with the Lake Mills operation. KB seconded the motion. All voted in favor, motion carried.
18. **Discussion and possible action to place the treasurer on the Lifequest portal.** SP explained the purpose for the discussion and requested action. The billing company (Life Quest) provides a portal with all relevant reports for management of the FC finances, billing, patient accounts, etc. She reported that Paul Blount and Jason Caira are the only two with access to the portal. No FC board member has access which she reported is concerning for a variety of reasons. KB

made a motion to add SP to the portal. SP seconded the motion. Vote DSC- Nay, DSL- Nay, SP- Aye, KB-Aye, AH Nay. Motion failed. SP then made a motion to invite the companies representative to the next meeting to explain the purpose of the portal and how others handle this. KB seconded the motion. Vote: All in favor. Motion passed.

19. Consideration of moving into closed session pursuant to Wis. Stat. sec. 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Discussion of draft collective bargaining agreement.\* DSL made a motion to reconvene into open session, AH seconded the motion. DSC- Aye, DSL-Aye, SP-Aye, KB-Aye, AH- Aye, motion carried
20. Reconvene into open session. DSL made a motion to reconvene into open session. DSC seconded the motion. DSC- Aye, DSL- Aye, SP- Aye, KB-Aye, AH- Aye
21. Discussion and possible action on any business legally brought forth while in closed session. No action was taken.
22. Next Meeting Date KB motion to schedule April 24, 2024 pending a poll of the members. DSL seconded. Vote: All in favor. Motion carried.
23. Adjourn DSL motion to adjourn. DSC seconded. All in favor. Motion carried. Approximately 9:10 p.m.

It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may attend 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 above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Secretary-Treasurer, Sheila Palinkas at 608-772-1510.