
Cambridge Community Fire and EMS Commission

MINUTES

Location: Town of Christiana, Town Hall – 773 Koshkonong Rd., Cambridge, Wisconsin 53523

Date: May 7, 2024

Time: 6:00 p.m.

Election of Officers

1. Call to Order at 6 p.m.
2. Roll Call: Alicia Hynes, Sheila Palinkas, Dave Schroeder, Kris Breunig, David Smithback
3. Pledge of Allegiance
4. Verification of Posting- Sheila Palinkas
5. Election of Officers:

David.Smithback. made a motion to nominate Dave Schroeder, A.H. seconded. Sheila Palinkas called a point of order citing that D. Smithback had not been verified by way of minutes or video as the replacement for Mark Cook. Kris Breunig contested the appointment. There was discussion about when and if David Smithback had been properly appointed. He had represented Christiana off and on. A Christiana board member offered comment but wasn't certain exactly when he had been appointed and confirmed with a vote. There was also discussion about verification that each FC member would need to verify that they had been properly appointed.

There was motion to adjourn the meeting and wait until it could be verified that David Smithback was properly appointed. Sheila Palinkas amended the motion to adjourn the meeting and reschedule the election after everyone had been verified. Kris Breunig seconded the motion. There was discussion about whether or not to allow Dave Smithback to participate/vote in the meeting. There was a vote of the four commissioners: Two yes, Two no. The motion failed. Sheila then made a motion to adjourn the meeting. Alicia Hynes made a motion that we table the election of officers and proceed with the regular meeting with the four members in discussion only except to pay the bills. Kris Breunig Seconded. All four voted yes.

That portion was adjourned.

6. Adjourn Meeting

Regular Meeting

1. Call to Order
2. Roll Call (Alicia Hynes, Kris Breunig, Sheila Palinkas, Dave Schroeder, David Smithback (discussion participation only).
Dave Schroeder made a motion to have Micheal Hahn chair the meeting. Alicia Hynes seconded. All in favor.
3. Verification of posting
4. Public Comment: Limited to two minutes. The first was by Jana Evans who asked that the statement be part of the record. They have been stored in the electronic file.
5. Approval of agenda. Motion by Dave Schroeder to approve the agenda, Alicia Hynes seconded and all were in favor.
6. Approval of Minutes from the March 28, 2024, meeting.
7. EMS Deputy Director/Chief Report – Paul Blount reported on training, recruiting and community blood pressure clinics. He also reported that the billing coming has been behind due to a number of issues on the billing company side. 37% Cambridge, Lake Mills 23%. Kris Breunig asked how many personal were lost in the last year. Paul reported that approximately 6-8. He reported almost 28-30 on the roster. Sheila Palinkas ask that the information be reported quarter.
8. Fire Chief Report - Joe Evans gave the Fire Chief report, 67 calls YTD, three new applications, training in Deerfield on Extracation. Joe also reported that there was a \$167,000 donation for a new tender chassis. The total will be \$237,400. The company will give \$20,000 for the old chassis. The FD is contributing \$50,000. He asked that the current unit be released so work can begin. The donor wants to remain anonymous.
9. Treasurer Report- including vote to approve the Budget vs. Actual Report for 2023 Sheila gave 161,414.04, the savings is \$3,456.03, The accounts from Deerfield and from Bank First were closed and the money was deposited to the operating account at Badger Bank. She reported on the cash flow projection through the end of quarter. Once Cambridge pays their other half there would be a loss of about \$58,000 unless we start to get substantial deposits from EMS/MC for revenue in process. Alicia asked if we know how much revenue we can expect in June. Mr. Blount said he would send a email to the FC members. Sheila provided her initial analysis of the billing revenue process. She explained what the reports mean and made notes on them to make it easier to interpret. Approval of the 2023 Budget vs. Actual was tabled because we agreed to discussion only.
10. Review bill payment process. There was discussion only on the bill payment process. Sheila did report that we can use the billpayment system the bank offers and set it up to require two approvals. Sheila also expressed concern that there may still be blank checks out there. Micheal suggested closing the account and reopening so that no old checks can be drawn. Paul Blount commented that there are a lot of vendors on autopay or ACH so that would need to be coordinated. She acknowledged that is true and stated that was one of reason she wanted a complete list of vendors on autopay and ACH along with contact information. There was discussion about requiring two signatures or dual approval. She explained that the bill pay was set up for dual approval for this session of bill pay. Mark Cook just has to sign in and do it.
11. Review and approve bills scheduled to be paid. Kris Bruenig made a motion to pay the bills in the amount of \$69,771.68. Dave Schroeder seconded. We reviewed the bills. Buelow – Vetter

was put on hold as the law firm was hired without full commission. The motion was amended to remove the following bills pending further investigation: Buelow-Vetter, Pomp's Tires, One of the CDW bills, one appears to be a duplicate, Securian. The final total approved is: \$58,704.20. All were in favor to pay the bills electronically.

12. New Business

- a. Analysis of All Calls, particularly for time between or overlapping EMS calls. Sheila wants an analysis of the numbers of calls including missed calls (EMS). She stated that it would be helpful to understanding volume and staffing requirements. We continue to be over budget it staffing. In doing some research she has learned that a majority of the districts around us staff with two people per rig. She further reported incidents where there were three rigs and five people for a chest pain call or similar. Kris Breunig feels that may be micro-managing. She explained that she doesn't want to do the report, she wants management to do the reports and use them to support funding requests for the budget.
- b. Preventative maintenance on all apparatus. D.S. invited guest speaker. Dave Schroeder invited Fire Service, Inc. to talk about their services including preventative maintenance. Sheila asked him to let her know if there were old invoices due them.
- c. Discussion about how we charge for EMS services. Dave Schroeder suggested that we look into how other districts charge for EMS services. We agreed. Paul Blount said he would start collecting data and would do a report.

13. Old Business

- a. Discussion and possible action on 2024 Budget including reduction in spending that/is occurred/ing in 2023-24
- b. Definition and possible action of non-essential spending freeze
- c. Discussion and possible action on repairs or refurbishment to Tender 6,
- d. Discussion and possible action on tracking Lake Mills Operating expenses/revenues.
- e. Discussion and possible action on EMS/MC Portal access for a business manager or treasurer.:

MEETING WAS ADJOURNED AT 8:10 P.M. DUE TO A TORNADO WARNING.

14. 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.
- 19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Discussion and possible action to set up performance reviews. And "Wis. Stat. § 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Discussion of DWD complaints and past-due invoices."

15. Reconvene into open session.

16. Discussion and possible action on any business legally brought forth while in closed session.

17. Next Meeting Date

18. Adjourn

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.

APPROVED MINUTES