

Cambridge Community Fire and EMS Commission

MINUTES

Location: Cambridge Fire/EMS Station, 271 W. Main St., Cambridge, WI 53523

Date: July 24, 2024

Time: 6:00 p.m

1. Call to Order [President Schroeder called the meeting to order](#)
2. Roll Call [All present](#)
3. Verification of posting [Secretary Hynes confirmed proper posting](#)
4. Pledge of Allegiance
5. Approval of Agenda [Motion by Hynes to approve the agenda. Second by Smithback. All in favor. Motion carried.](#)
6. Public Comment (limited to 3 minutes per person)
7. Approval of Minutes from the June 19, 2024 meeting [Motion by Breunig to approve minutes. Second by Hynes. Discussion about request to include chief's reports or other documents brought forth on agenda items. Breunig amended his motion to approve the minutes including the chief's reports. All in favor. Motion carried.](#)
8. Fire Report-Chief Evans [Updates provided by Chief Evans](#)
9. EMS Report-Chief Blount [Updates provided by Chief Blount](#)
10. Treasurer Report-Smithback [Bank balances provided. Noted we are waiting on Oakland and Cambridge quarterly payment.](#)
11. Review and approval of bills scheduled to be paid [Reviewed list of bills to be paid. Motion by Breunig to pay bills. Second by Hynes. All in favor. Motion carried.](#)
12. New Business
 - a. Discussion and possible action on RFP for IT services [Discussion on scope of work and rate increase coming from current provider Lantech. Currently billed by the hour and billed monthly so varies. They will document their scope of work and provide to the commission for further discussion.](#)
 - b. Discussion and possible action on 2025 Budget and possible working committee [Tabled for next month](#)

- c. Discussion and possible action on potential for virtual meetings Discussion around using virtual meetings on time sensitive items or when there is only one item that needs discussion. Lantech recommended using Teams. All agreed it would need to be noticed, include a link to the public and would not include closed session topics. Motion by Hynes to allow virtual meetings on agenda items that are urgent and approved for virtual meeting by the Commission President. Second by Smithback. Smithback, Schroeder, Hynes and Breunig all in favor. Palinkas opposed. Motion carried.
- d. Discussion and possible action on a proposal for a district municipal Fire and EMS contract for Cambridge and Oakland. Motion by Smithback to allow the district Fire and EMS to respond to the RFP to provide services to Cambridge and Oakland. Second by Hynes. Smithback, Schroeder and Hynes in favor. Breunig opposed. Palinkas abstained. Motion carried.

13. Old Business

- a. Discussion and possible action on Commission clerk/bookkeeper/CPA firm and/or audit- including duties desired, potential job postings, review of candidates, etc. Reviewed bids and scope of work from two firms. President Schroeder also confirmed the Quickbooks subscription was renewed. Motion by Smithback to pursue services with Midwest CPA. Second by Breunig. All in favor. Motion carried.
- b. Discussion and possible action of update on transferring the title for the brush truck from Village of Cambridge to the Commission Wil be discussed at the next Cambridge board meeting
- c. Discussion and possible action on the progress of tracking Lake Mills expenses and revenue separately. Continuing to identify and document and CPA should be able to assist with this as well.
- d. Discussion and possible action on current emails set up for officers, bookkeeper, and others. Discussion on moving away from having names in emails and that they should be generic so they can be consistent when commission members change. Also noted that .gov email addresses take around 90 days. Hynes to do discovery work and discuss with Lantech on options.
- e. Discussion and possible action on SOPs to handle mail, bills, etc. (review proposed updates to 2019 SOP) Tabling until after CPA firm hired and all duties and scope of work are outlined.

14. Discussion and possible action on building maintenance of the Fire/EMS station Discussion regarding retaining wall and roof repairs needed. President Schroeder to gather information.

15. 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 and quarterly municipal payments. Motion by Breunig to move into closed session pursuant to the above state Stat. Second by Smithback. All in favor. Motion carried and moved into closed session at 8:22 pm.

16. Reconvene into Open Session Motion by Breunig to reconvene into open session. Second by Smithback. All in favor. Motion carried.
17. Discussion and possible action on anything brought forth in Closed Session. Motion by Hynes to reject proposed changes to the union agreement and re-engage in negotiations. Second by Breunig. All in favor. Motion carried.
18. Next Meeting Date Next Meeting will be held on 8/28/24 at 6pm at the station.
19. Adjournment Motion by Breunig to adjourn. Second by Palinkas. All in favor. Meeting adjourned at 9:13pm.