

Cambridge Community Fire and EMS Commission

MINUTES

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

Date: June 19, 2024

Time: 6:00 p.m

1. Call to Order [President Schroeder called the meeting to order at 6:00 pm](#)
2. Roll Call [All present](#)
3. Verification of posting [Secretary Hynes confirmed proper posting](#)
4. Pledge of Allegiance
5. Approval of Agenda [Motion by Breunig to approve the agenda. Second by Hynes. All in favor. Agenda approved.](#)
6. Public Comment (limited to 3 minutes per person)
7. Approval of Minutes from the March 28, 2024, May 7, 2024 and May 29, 2024 FC meetings and May 29, 2024 Election of Officers meeting [Motion by Hynes to approve the minutes from March 28, 2024. Second by Breunig. All in favor. Motion carried. Motion by Breunig to approve the May 7, 2024 meeting minutes. Second by Hynes. All in favor. Motion carried. Motion by Smithback to approve the May 29, 2024 meeting minutes. Second by Breunig. All in favor. Motion carried. Motion by Smithback to approve the May 29, 2024 Election of Officers meeting minutes. Second by Hynes. All in favor. Motion carried.](#)
8. Fire Report-Chief Evans [Updates given by Evans](#)
9. EMS Report-Chief Blount [Updates given by Caira](#)
10. Treasurer Report-Palinkas [Updates given by Palinkas](#)
11. Review and approve bills scheduled to be paid [Palinkas provided a list of current bills for review. Insurance bill is not due until August. Motion by Breunig to approve paying bills with the exception of the insurance bill totaling \\$13,745.72. Second by Hynes. All in favor. Motion carried.](#)
12. New Business
 - a. Update on transition of officer roles [Now that Election of Officers meeting minutes are approved, it can be shared with the bank to update treasurer access.](#)

Palinkas and Smithback will coordinate transition of treasurer duties. Palinkas and Hynes will coordinate transition of the commission laptop and secretary duties.

- b. Discussion and possible action on Commission clerk/bookkeeper The commission would like to pursue a clerk/bookkeeper role. Agenda item will be added to the next meeting to outline expected duties.
 - c. Discussion and possible action on a Commission audit Motion by Breunig for Treasurer Smithback to pursue an RFP for an audit. Second by Palinkas. All in favor. Motion carried.
 - d. Discussion and possible action of transferring the title for the brush truck from Village of Cambridge to the Commission Motion by Hynes for President Schroeder to obtain the title and get it transferred to the Commission. Second by Smithback. All in favor. Motion carried.
 - e. Discussion and possible action on current emails set up for officers, bookkeeper, and others. Discussion on having generic emails for officer roles so they can be consistent regardless of who is in the role and having them all in the same domain.
 - f. Discussion and possible action on SOPs to handle mail, bills, etc. Motion by Hynes to have Smithback and Schroeder review and draft proposed updates to the 2019 Financial Handle Procedures document. Second by Breunig. All in favor. Motion carried.
 - g. Discussion and possible action on building maintenance of the Fire/EMS station President Schroeder requested this to be a standing agenda item. Chief Evans mentioned some needs and he will get more information and share with the commission for consideration.
 - h. Discussion and possible action on maintenance of response vehicles-Ambulance 96 Discussion on the amount of vehicles and maintenance required. Will be tabled for further discussion in the future.
13. Old Business
- a. Discussion and possible action on tracking Lake Mills expenses and revenue. Including internet, office, etc Smithback provided a list of monthly expenses. Question on Spectrum bill amount. Deputy Caira will get itemized list to provide.
 - b. Cambridge Foundation grant money for training Smithback provided some information on the fund set up and the application form for awareness for future training needs.
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 and draft of proposed Intergovernmental Agreement (IGA) 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. Motion by Hynes to move into closed session. Second by Palinkas. All in favor. Roll call, all present. Moved into closed session at 7:26 pm.

15. Reconvene into open session. Motion by Breunig to reconvene into open session. Second by Schroeder. All in favor. Motion carried.
16. Discussion and possible action on any business legally brought forth while in closed session No action to be take as a result of discussion in closed session.
17. Next Meeting Date Next meeting date tentatively set for July 24, 2024 at 6pm at the station.
18. Adjournment Motion by Breunig to adjourn. Second by Smithback. All in favor. Meeting adjourned at 8:47 pm.