

Cambridge Community Fire & EMS Commission

Minutes

Special Meeting

November 2, 2023 6:30 p.m.

Town of Oakland

Attendance: Alicia Hynes (Rockdale), Kris Breunig (Cambridge), Sheila Palinkas (Oakland). **Not Present:** David Smithback (Christiana Designee) Dave Schroeder (Town of Lake Mills), Mark Cook (on medical leave).

Proof of posting: Four of the five municipalities posted the meeting. The clerk and Town of Christiana stated that she was instructed not to post the meeting.

The meeting was continued noting that if it was found to be in conflict (illegal), that any decisions made may need to be reversed.

1. Call to Order

Meeting was called to order at 6:30 p.m. See file for list of guests in attendance.

2. Pledge of Allegiance

3. Elect Pro-Tem for current meeting only.

AH made a motion to elect KB as the Pro Tem for this meeting only. SP seconded. All were in favor.

4. Public Comment (limited to two minutes per person, allowing for not more than 15 minutes in total public comment time.

5. Review/approve minutes from June 28, 2023 and October 18, 2023

The minutes from the above dates were reviewed and approved.

6. Replace tires on three FD vehicles per NFPA Standard 1911

CVFD Fire Chief requested replacement of the tires on three apparatus:

Car 1, Engine 17 and Brush 8. All three far exceed the seven year standard or tread depth for replacement. KB made a motion to approve the purchase. SP seconded the motion. KB- Y, AH- Y, SP- Y

7. Discussion and possible action on the following sections of Intergovernmental Agreement (IGA) **The treasurer cited the following as items within the IGA which requires Commission, President and Treasurer oversight of financial affairs including administration of the budget. Discussion was had regarding items a-h below.**

2.1 Duties and Authorities (of the Commission)

2.1 (a) (c)

(a) Making provisions for district management

(c) "Expending funds or authorizing purchases...all notes, drafts and other orders for payment of money permitted to be executed by the district under 4.4"

2.1.8.1 (b) (e) President

(b) "Supervise the Commissions business and affairs"

(e) "Sign, endorse in the name of the Commission all notes, drafts, and other orders for payment of money as permitted under 4.4"

2.1.8.3 (a) (b) Treasurer

(a) "Keep an accurate account of all District transactions, including monies received and dispersed by the district"

(b)" Sign, endorse in the name of the Commission all notes, drafts and other orders for payment of money as permitted under 4.4"

4.1.4 "...the Commission shall administer the approved annual operating budget."

4.6 Accounting.

"The Commission shall maintain a system of accounting in conformity with Generally Accepted Accounting Principles appropriate for its operation."

7. Continued- as the above IGA sections relate to some or all of the following which have not been done or implemented as of 10/30/23:

a.) The President and the Treasurer must sign checks. **Still not being done In an effort to reinforce the sections of the IGA which require the President and the Treasurer to sign all checks, AH made a motion that the Pres and Treas must sign the checks. KB seconded the motion. All were in favor.**

b.) Return of the checkbook and signature stamps. **Has not yet occurred to our knowledge. Mrs. Clark is still involved with issuing checks.**

c.) Provide access to all documents scanned and sent to Mrs. Clark and YPTC. **This has not occurred. Attorney Zach was going to send YPTC (stated at October 18th meeting), we have not received a copy of any letter sent.**

d.) Stop shredding documents/bills until we can confirm an SOP for handling and filing of scanned bills. **According to the treasurer, no acknowledgement or communication has been received to indicate that this is no longer being done. Further, the treasurer has received no communication from the Chief/Director that he talked with IT and confirmed how the scanned documents are being stored.**

There was discussion about what could be done to cure the situation. Ms. Palinkas said that it was a leadership issue. She reported that the EMS Chief/Director sent an email response to her requests stating that he was instructed by the FC President and attorney to do nothing. Ms. Palinkas went on to make a motion that the FC President be removed from office.

A point of order was made from Jim Heinz, Town of Lake Mills board member who was in the audience. He said that the item was not on the agenda. Ms. Hynes pointed out that the agenda items were posted with possible action. Mr. Heinz suggested it was illegal according to Open Meeting Law. The motion died. It was noted that it could be addressed at the next meeting.

KB made a motion that the FC remove the EMS Chief/Director from the signature cards on all accounts since the IGA does not allow whoever is in that position to sign checks. AH seconded the motion. All were in favor. The motion was passed.

e.) Immediately notify the Treasurer of any deposits. In addition, any withdrawals (by means other than a check). All accounts. **Not being done. The treasurer and interim bookkeeper do have viewing access of the Badger Bank accounts but not the one at Bank of Deerfield or whatever accounts are at Bank First.**

f) Provide a key to the lockbox, which is on the wall, if it will be used to transfer documents to the Treasurer. **Still not being done.**

g.) Provide a (general access) key or code to the building. NOT the Primary EMS office. **At least two requests. This has not been done.**

h.) Provide a listing of all instances of deposits, withdrawals, purchases to and from Fire Commission account(s) located at Bank First in Cambridge, Wisconsin for the time frame of January 1, 2022, to current date 2023. **Not being done.**

The secretary-treasurer

8. Budget adjustments to allow for legal and mediation fees. **The secretary reported that she had asked Boardman Clark (law firm) to provide the total of the legal expenses for the last three years so that we could average the legal fees to come up with a number for the budget. It has been received. The treasurer mentioned questions from Lisa Moen (Administrator for Cambridge) which involved retirement contribution percentages (which appears to be shown as 100% of the total wages). She also asked about the Lake Mills Contract expenses. The Treasurer reported that this would be brought up for discussion at the next meeting and that the EMS Chief/Director would be asked in advance so that he could provide answers.**

9. Bookkeeper update (Fee revised to \$55/hr, vote needed to approve) **The Treasurer asked for a vote to approve an increase from \$50 to \$55/hr for the interim bookkeeper. The fee was requested due to the requirement for the errors and omissions request. AH- made a motion to approve the request. KB- Seconded it. AH-Y, KB-Y, SP-Y, motion passed.**

10. Logo/Lettering, naming conventions of assets.

The new ambulance was recently renamed and rewrapped/lettered with the new name and logo. Also, new shirts were made with the new logo/lettering. The Secretary-Treasurer pointed out that these things were not brought before the board and were not part of the budget. She further reported that she was told the new name/logo had to do with Medicare/Medicaid requirements of going back to an original name. She asked for documentation to support this and none was provided. Also noted, a member of the audience (EMS member Joel Ibeling) commented that the ambulance work was done when the unit was in for warranty work. He also commented that it was done due to a DOT requirement. A motion was made by KB to cease any further lettering, printing, wrapping of any apparatus, equipment or uniforms without FC discussion and approval. AH seconded the motion. KB-Y, AH-Y, SP-Y

11. Job Descriptions (assignment).

The Secretary pointed out that they received received job descriptions for the EMS Chief/Director and Deputy Chief/Director. Records do not show where they had been discussion or approved by the full FC. She asked that the FC members review them thoroughly and be prepared to discuss them at a future meeting.

12. Town of Lake Mills EMS contract discussion. **The Secretary-Treasurer reported that the group received the contract at the October 18 meeting. It was signed by the EMS Chief/Director on October 10, 2023 and by Lake Mills on October 17, 2023. The contract does not allow for costs related to supplying an ambulance to be used for the service. She also commented that she had requested a staffing plan and projected cost when a brick and mortar location was found in Lake Mills. She commented that without this her best guess, based upon \$20 hour including benefits would be in the neighborhood of \$400k but cautioned that it must be confirmed as to how it will be staffed. AH suggested that we discuss further at another meeting so that we could ask these questions of the Chief/Director of the EMS.**

The President Pro Tem allowed for additional comment before adjournment. Two comments were received.

13. Adjournment

At approximately 8:30 p.m. AH made a motion to adjourn. KB seconded the motion. All were in favor.

14. Next Meeting, November 15, 2023