

Cambridge Community Fire & EMS Commission

Agenda

Special Meeting

November 2, 2023 6:30 p.m.

Town of Oakland

1. Call to Order
2. Pledge of Allegiance
3. Elect Pro-Tem for current meeting only.
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
6. Replace tires on three FD vehicles per NFPA Standard 1911
7. Discussion and possible action on the following sections of Intergovernmental Agreement (IGA)

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.

b.) Return of the checkbook and signature stamps.

c.) Provide access to all documents scanned and sent to Mrs. Clark and YPTC.

d.) Stop shredding documents/bills until we can confirm an SOP for handling and filing of scanned bills.

e.) Immediately notify the Treasurer of any deposits. In addition, any withdrawals (by means other than a check). All accounts.

f) Provide a key to the lockbox, which is on the wall, if it will be used to transfer documents to the Treasurer.

g.) Provide a (general access) key or code to the building. NOT the Primary EMS office.

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.

8. Budget adjustments to allow for legal and mediation fees.

9. Bookkeeper update (Fee revised to \$55/hr, vote needed to approve)

10. Logo/Lettering, naming conventions of assets.

11. Job Descriptions (assignment).

12. Town of Lake Mills EMS contract discussion.

13. Adjournment

14. Next Meeting, November 15, 2023