

**WISCONSIN FIRE SERVICE ADMINISTRATIVE ASSOCIATION
MEETING MINUTES
WEDNESDAY, March 6, 2019
LOCATION: NEENAH MENASHA FIRE RESCUE STATION 1**

Call Meeting to Order

The meeting was called to order at 10:00 a.m. by Vice President Amy Barron.

Attendance:

Barron, Amy – Wauwatosa
Beno, Lynn – Green Bay
Ellis, Tara – Neenah Menasha
Essex, Chris – Portage
Hoeft, Stacy – Onalaska
Lange, Tina – Waterloo
Letto, Lana – Beaver Dam
Rykowski, Debbie – Beloit
Schuh, Lisa – Grand Chute
Simons, Amanda – Stevens Point
Walker, Mindy – Wausau
Wenzel, Kerry – North Shore
Williams, Kelly – West Bend
Zarecki, Brittany – Plover

Approval of Minutes

Motion: To approve Nov. 14, 2018 meeting minutes
(1) Essex, (2) Beno
Motion carried unanimously.

Treasurer's Report

Amy distributed the Treasurer's Report in Mary's absence. She noted a balance of approximately \$3,492 as of February 26, 2019.

Motion: To approve the treasurer's report through Feb. 26, 2019
(1) Walker, (2) Essex
Motion carried unanimously.

Old Business

Apparel

Amy stated she will reopen the store with Eagle Engraving. You can order shirts, sweaters, totes, etc. at your expense.

As a reminder, for Conference, members are asked to wear their gray polo shirt that is provided by the Association while working. Any additional WFSAA clothing is optional during training.

Membership Dues

The Association did not receive any feedback regarding our 2019 dues increase. Discussion followed regarding increasing membership. Amy distributed brochures for members to try to target other admins in their local area who may not be aware of the organization.

Website

If there is anything missing on the website, please let Andrea know.

Committee Reports

Administrative Committee: Amy stated there are two positions open for election this year: President and Treasurer. Both members were not present at the meeting but have indicated they would like to run for the position again. Amy opened the floor for any other nominations. There were no additional nominations.

Motion To nominate Andrea Peters as President.
(1) Ellis (2) Letto
Motion carried unanimously.

Motion To nominate Mary Roessler as Treasurer.
(1) Letto (2) Essex
Motion carried unanimously.

Fundraising Committee: Tina Lange and Stacy Hoeft stated they would help Mary with fundraising and baskets for this year's Conference.

Education Committee: Debbie Rykowski, Kerry Wenzel and Amanda Simons agreed to be on the Education Committee.

Discussion regarding speakers for the remainder of our meetings. We will keep in mind the Onalaska Fire Chief for a speaker in 2020 with Onalaska as a possible host site for our meeting. The group is still very interested in Lacey's Hope Project (human trafficking). Kerry stated she would reach out to see if they are interested. Mindy stated Wausau PD has a police officer that may be able to discuss human trafficking at our August meeting. She will look into this.

Conference Committee: Amy stated the Board has been the liaison between SAMI and our organization. After discussion, it was a consensus to keep this involvement at the Board level.

New Business

Chief's Conference: The group brainstormed further ideas for the fundraiser. Last year's fundraiser was successful, and it was agreed to try to go for the same type of items. Amanda Simons will look at local breweries for donations. Kelly Williams will solicit items from the Packers and PLM. It was agreed to try to solicit these items over the next month. If donations are received, let Mary and the Fundraising Committee know.

Motion To approve \$200 from the budget for this year's baskets
(1) Letto (2) Williams
Motion carried unanimously.

Blanket Fundraiser: Amy distributed information for a blanket fundraiser. She stated the Illinois Association has been very successful with this fundraiser. Stacy Hoeft stated she will look into this fundraiser and report back with a potential profit margin, logistics, etc.

Mailing to Chiefs: The Board met in February and mailed about 200 brochures to Wisconsin Fire Departments soliciting membership for the Association. To date, we haven't received any response but we are hopeful we are getting our name out there more. Please continue to reach out to peers who you think may be interested in our organization. Amy stated the Board is offering a prize if you bring a new member to an upcoming meeting and they join our organization.

President's Report

Conference Update: Amy stated the Board has finalized our education track for Chief's Conference. On Friday will be The Floor Above and Saturday will be Greg Young.

SAMI will provide the Association with two rooms to share. If your Department will not pay for a room for you to attend, there is space available. You must work a shift in order to stay in the rooms provided by SAMI. Amy added Chief's Conference is a great educational opportunity for us. We can attend any of the trainings.

It was the consensus to hold our June meeting on Thursday, June 20. It is tentatively set for 2:00 p.m.

The Association is looking to purchase a new banner. We are looking at a retractable style.

Motion To approve the purchase of a new banner.
(1) Walker (2) Williams
Motion carried unanimously.

Motion To adjourn.

(1) Zarecki (2) Schuh

Motion carried unanimously 11:30 a.m.

Tara Ellis provided the training. She recently developed and implemented a new hire training and evaluation process.

Next Meeting

June 20, 2019 – Chief's Conference

Minutes submitted by Kerry Wenzel.