

**WISCONSIN FIRE SERVICE ADMINISTRATIVE ASSOCIATION
MEETING MINUTES
WEDNESDAY, MARCH 11, 2020
LOCATION: GRAND CHUTE FIRE DEPARTMENT**

1. Call Meeting to Order

The meeting was called to order at 12:35 p.m. by President Andrea Peters.

In attendance:

Barron, Amy – Wauwatosa Fire Dept.
Beno, Lynn – Green Bay Fire Dept.
Bongard, Shawna, Delton Fire Dept.
Brochtrup, Sharon – Appleton Fire Dept.
Essex, Chris – Portage Fire Dept.
Hill, Janean – Mazomanie Fire Dept.
Johnson, Jana – Merrill Fire Dept.
Letto, Lana – Beaver Dam Fire Dept.
Panzer, Lori – Marshfield Fire & Rescue
Peters, Andrea – Watertown Fire Dept.
Schuh, Lisa – Grand Chute Fire Dept.
Simons, Amanda – Stevens Point Fire Dept.
Wenzel, Kerry – North Shore Fire Dept.
Williams, Kelly – West Bend Fire Dept.
Zarecki, Brittany, Plover Fire Dept.

Chief Bantes welcomed the group to the Grand Chute Fire Department.

2. Pledge of Allegiance

3. MESA Update

Amy Jurgens, Executive Director, WFSCA introduced herself. She's been on the job for about five months and is looking forward to the June conference. She updated the group on what's been happening lately including their efforts to increase their social media presence, recent podcasts, and conference updates. She reviewed the Wednesday – Sunday conference schedule asking for flexibility from our group as she navigates the event for the first time. The Association will be assisting MESA with Registration, conference room set up, logistics, and other duties that may arise.

4. Approval of Minutes

MOTION: To approve the November 13, 2019 meeting minutes
(1) Letto (2) Schuh
Motion carried unanimously.

5. Treasurer's Report

In Mary's absence, Andrea distributed the Treasurer's Report. She noted a slight error from the November report and asked that we amend November's report. Mary provided the receipt that showed the correct amount for the beef roasts (actual \$28.45, not 27.85).

MOTION: To approve the amended Treasurer report for November 12, 2019
(1) Wenzel (2) Barron
Motion carried unanimously.

The Treasurer report dated March 4, 2020 was reviewed. Deposits of \$2,575 for 2020 dues and expenses of \$658.18 were reported. Ending balance as of March 4, 2020 is \$3,928.74.

MOTION: To approve the Treasurer report dated March 4, 2020
(1) Wenzel (2) Schuh
Motion carried unanimously.

6. Old Business

7. President's Report

8. Election of Officers

Andrea stated we have two positions open for election this year: Vice President and Secretary. She stated she received one nomination for Vice President through email. She opened the floor for Vice President nominations. There were no additional nominations.

MOTION: To reelect Amy Barron as Vice President
(1) Simons (2) Schuh
Motion carried unanimously.

She stated she received one nomination for Secretary through email. She opened the floor for Secretary nominations. There were no additional nominations.

MOTION: To reelect Kerry Wenzel as Secretary
(1) Barron (2) Letto
Motion carried unanimously.

9. Committee Reports:

Administrative Committee (Wenzel, Williams) – The Committee conducted an annual review of the Policy and Procedure Manual and the Bylaws. Changes were submitted to the group and are attached as Appendix A.

MOTION: To approve the proposed changes to the Policy and Procedure Manual
(1) Bongard (2) Letto
Motion carried unanimously.

MOTION: To approve the proposed changes to the Bylaws
(1) Beno (2) Essex

Motion carried unanimously.

Education Committee (Barron, Doty, Rykowski) – Tami Piper was removed from the Education Committee due to her not renewing as a member.

Fundraising Committee (Roessler, Simons) – Simons will serve on the Fundraising Committee since Smith is no longer a member.

Mary sent out an email about raffle baskets and the thought to continue with the three baskets for the conference. Andrea stated members can, if they wish, solicit donations for the baskets. She will send the WFSAA donation letter that can be used. After receiving items, or purchasing items, let Mary know what you have so we don't have doubles.

Discussion followed regarding how much to spend on baskets. It was the group consensus, to try to increase the value of our baskets with a larger item in each one. The group encourages the Committee to use all the money allocated for these purchases.

MOTION: To approve \$300 to spend on our raffle baskets.
(1) Letto (2) Hill
Motion carried unanimously.

Conference Committee (Peters, Barron, Roessler) – The committee recap was given earlier in the meeting. It was the consensus of the group that we do not add any additional speakers to the lineup. The members were interested in many of the sessions already offered by WSFCA.

Discussion followed regarding other opportunities that may be available to our group to help gain exposure. In lieu of having additional conference speakers, the group agreed to sponsor a breakfast at the conference and to also assist with serving.

MOTION: To approve spending up to \$1000 to sponsor a breakfast at the WSFCA conference.
(1) Bongard (2) Zarecki
Motion carried unanimously.

The Association is looking to have our general meeting on Thursday afternoon in one of the conference rooms.

10. Adjourn

MOTION: To adjourn at 2:09 p.m.
(1) Bongard (2) Williams
Motion carried unanimously.

NEXT MEETING: June 25, 2020 at WSFCA Conference – Kalahari Resort

Minutes submitted by Kerry Wenzel.

Appendix A

Policy and Procedure Manual

Chapter 1.2 Past President

PROPOSAL: Add language: "if the Association does not have a Past President due to availability, the President may assign these duties, as needed, or the position may remain vacant."

Chapter 2 Committees

PROPOSAL: Change language: "Committees shall be organized at the first meeting of each even-numbered year, or at the request of one of the officers of the Association."

Change third paragraph: "...Committee chairpersons shall be up for re-election as committees are organized, at the beginning of each even numbered year."

Bylaws

Chapter 1.4 Dues

PROPOSAL: Change Active Member to \$75 per year

Chapter 5.1 Board of Directors

PROPOSAL: Add "if available" to the Past President role.

Chapter 6.1 Officers

PROPOSAL: Add "if available" to the Past President role.

Chapter 7.2 Officer Functions

PROPOSAL: Add "if available" to the Past President role.

Chapter 11.1 Committees

PROPOSAL: Change: "Committees shall be organized in accordance with the Policy and Procedure Manual. Committees shall include, but not be limited the following:"

- Administrative
- Education/Training
- Conference/PR
- Fund Raising