

**WISCONSIN FIRE SERVICE ADMINISTRATIVE ASSOCIATION  
MEETING MINUTES  
FRIDAY, JUNE 25, 2021  
LOCATION: WSFCA CONFERENCE – GREEN BAY**

**1. CALL TO ORDER**

The meeting was called to order at 11:07 a.m. by President Andrea Peters.

In attendance:

Barron, Amy – Wauwatosa Fire Dept.  
Beno, Lynn – Green Bay Fire Dept.  
Fassbender, Lana – Bever Dam Fire Dept.  
Latimer, Cher – South Area Fire District  
Peters, Andrea – Watertown Fire Dept  
Roessler, Mary – Middleton Fire Dept.  
Rykowski, Debbie – Beloit Fire Dept.  
Simons, Amanda – Stevens Point Fire Dept.  
Walker, Mindy – Wausau Fire Dept.  
Wenzel, Kerry – North Shore Fire Dept.  
Williams, Kelly – West Bend Fire Dept.

**2. PLEDGE OF ALLEGIANCE**

**3. INTRODUCTIONS AND ROUNDTABLE DISCUSSIONS FROM MEMBER DEPARTMENTS**

The Association welcomed Cher to her first in-person meeting. Introductions were made from those in attendance.

**4. APPROVAL OF MINUTES FROM PREVIOUS MEETING: APRIL 14, 2021**

**MOTION:** To approve the April 14, 2021 minutes as presented.  
(1) Beno (2) Rykowski  
Motion carried unanimously.

**5. TREASURER'S REPORT – MARY ROESSLER**

Mary presented the Treasurer's report including revenue and expenses for the period April 14, 2021 – June 21, 2021. The Association received \$300.00 in revenue and had \$1,014.58 in expenses. The ending balance as of June 21, 2021 was \$3,298.33.

**MOTION:** To approve the Treasurer's Report dated June 21, 2021.  
(1) Walker (2) Fassbender  
Motion carried unanimously.

**6. AUDIT OF TREASURER'S RECORDS FROM PRIOR YEAR**

Mary stated it is a requirement to conduct an annual audit on the Treasurer's records. Lana Fassbender and Amanda Simons will conduct this year's audit following the meeting. They will have a report available at the August meeting.

## **7. OLD BUSINESS**

## **8. PRESIDENT'S REPORT**

Andrea thanked everyone for their volunteer service at the conference. The Association provided a gift of appreciation to those who assisted. If you have feedback on the conference, good or bad, please report back to Andrea.

Overall feedback was positive on the organization of the conference and our members received many thanks from the Chief's Association. Lana suggested more signage at the conference.

## **9. 2021 MEETING DATES:**

- a. August 25, 2021 – Middleton Fire Department
- b. November 10, 2021 – Appleton Fire Department– The Association will have a potluck and white elephant exchange at this meeting and will look to have a team building exercise.

## **10. NEW BUSINESS**

- a. Speakers for upcoming meetings: Debbie suggested looking into hosting a Qigong meditation as an area to focus on mental and physical health. She will look into to seeing if her contact is available for the August meeting.

## **11. COMMITTEE REPORTS**

Due to COVID and a lack of meetings and education sessions, our Committees have not been as active as they have needed to be in the past. The Association has four main committees: Administrative, Education, Fundraising, and Conference. After discussion, it was agreed that Committee assignments will be reviewed at the November meeting for instillation of new committee assignments beginning in 2022.

## **12. ADJOURN**

**MOTION:** To adjourn at 11.35 a.m.  
(1) Roessler (2) Walker  
Motion carried unanimously.

**NEXT MEETING: AUGUST 25, 2021 – MIDDLETON FIRE DEPT.**

Minutes submitted by Kerry Wenzel.