

**WISCONSIN FIRE SERVICE ADMINISTRATIVE ASSOCIATION  
MEETING MINUTES  
WEDNESDAY, AUGUST 25, 2021  
LOCATION: MIDDLETON FIRE DEPARTMENT**

**1. CALL TO ORDER**

The meeting was called to order at 11:19 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.  
Harding, Michele – Verona Fire Dept.  
Latimer, Cher – South Area Fire District  
Panzer, Lori – Marshfield Fire Dept., virtual  
Peters, Andrea – Watertown Fire Dept  
Prigge, Carri – Green Bay Fire Dept.  
Roessler, Mary – Middleton Fire Dept.  
Schuh, Lisa – Grand Chute Fire Dept.  
Simons, Amanda – Stevens Point Fire Dept.  
Walker, Mindy – Wausau Fire Dept., virtual  
Wallmuller, Kim – Oshkosh Fire Dept., virtual  
Wenzel, Kerry – North Shore Fire Dept.  
Williams, Kelly – West Bend Fire Dept., virtual

**2. PLEDGE OF ALLEGIANCE**

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

**4. APPROVAL OF MINUTES FROM PREVIOUS MEETING: JUNE 25, 2021**

**MOTION:** To approve the June 25, 2021 minutes as presented.  
(1) Roessler (2) Schuh  
Motion carried unanimously.

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

Mary presented the Treasurer's report including revenue and expenses for the period June 22, 2021 – August 23, 2021. The Association received \$75.00 in revenue and had \$976.10 in expenses. The ending balance as of August 23, 2021 was \$2,397.23.

**MOTION:** To approve the Treasurer's Report dated August 23, 2021.  
(1) Fassbender (2) Latimer  
Motion carried unanimously.

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

Lana and Amanda will conduct this year's audit following the meeting. They will make a report at our November meeting.

## **7. PRESIDENT'S REPORT**

Andrea thanked everyone for their participation and assistance at this year's Chief's Conference in Green Bay. She asked if any members had received feedback. Amanda stated her Chief didn't believe breakfast was available daily. Lynn stated her chief heard that an updated schedule would be helpful and to have the website updated, as well. Mary added that she heard feedback that members of our Association were helpful, and our assistance was appreciated.

It was also suggested to include descriptions about our volunteer spots and that will help new members know if signing up would be a good fit for them.

Discussion followed regarding using our vendor spot and if it was a good use of our resources. Members agreed it is nice to have, but hard to staff, especially on Saturday. Andrea added she discussed the possibility of sponsoring a golf hole where we could have a few members at the hole making Chief's aware of our organization. The Association will continue to determine what is the best use of our time and resources.

Kerry suggested asking if one of our members could provide the speaker introduction for an education session. We could introduce ourselves prior to the session and provide information about our organization before introducing the speaker.

There was a suggestion to create a FAQ about our organization and post it on the website or Chief's website. We could include testimonials from our Fire Chief's about the value of our Association.

## **8. OLD BUSINESS**

Appleton is not able to host the November meeting. Lynn stated Green Bay would be willing to host.

Andrea added the Association will look to finalize our 2022 calendar and meeting locations at our November meeting. Cher stated SAFER would be willing to host a meeting next year.

## **9. NEW BUSINESS**

Lana stated Beaver Dam has a new Fire Chief.

## **10. COMMITTEE REPORTS**

Andrea stated we will be re-doing committee assignments. If anyone is interested in a specific Committee, let Andrea know before the November meeting. If you are looking for Committee descriptions, they are in the Bylaws.

## **11. ADJOURN**

**MOTION:** To adjourn at 12:09 p.m.  
(1) Beno (2) Schuh  
Motion carried unanimously.

**NEXT MEETING: NOVEMBER 10, 2021 – Green Bay Fire Dept.**

Minutes submitted by Kerry Wenzel.