

**WISCONSIN FIRE SERVICE ADMINISTRATIVE ASSOCIATION
MEETING MINUTES
WEDNESDAY, NOVEMBER 10, 2021
LOCATION: GREEN BAY METRO FIRE DEPARTMENT**

1. CALL TO ORDER

The meeting was called to order at 10:05 a.m. by President Andrea Peters.

In attendance:

Barron, Amy – Wauwatosa Fire Dept., virtual
Beno, Lynn – Green Bay Metro Fire Dept.
Campbell, Karley – Sheboygan Fire Dept.
Fassbender, Lana – Beaver Dam Fire Dept.
Latimer, Cher – South Area Fire District
Panzer, Lori – Marshfield Fire Dept., virtual
Peters, Andrea – Watertown Fire Dept
Prigge, Carri – Green Bay Metro Fire Dept.
Roessler, Mary – Middleton Fire Dept.
Rosch, Sandy – Lake Country Fire Dept., guest
Schuh, Lisa – Grand Chute Fire Dept.
Simons, Amanda – Stevens Point Fire Dept.
Walker, Mindy – Wausau Fire Dept.
Wenzel, Kerry – North Shore Fire Dept.

2. PLEDGE OF ALLEGIANCE

3. WELCOME

Chief Litton welcomed the Association to Green Bay and thanked us for our help at the Chief's Conference. He looks forward to our continued involvement.

4. INTRODUCTIONS AND ROUNDTABLE DISCUSSIONS FROM MEMBER DEPARTMENTS

Those present conducted introductions. The roundtable discussion was held at the end of the meeting.

5. APPROVAL OF MINUTES FROM PREVIOUS MEETING: AUGUST 25, 2021

MOTION: To approve the August 25, 2021 minutes as presented.
(1) Walker (2) Latimer
Motion carried unanimously.

6. TREASURER'S REPORT – MARY ROESSLER

Mary presented the Treasurer's report including revenue and expenses for the period ending November 8, 2021. The ending balance as of November 8, 2021, was \$1,291.64.

MOTION: To approve the Treasurer's Report dated November 8, 2021.
(1) Fassbender (2) Schuh
Motion carried unanimously.

7. AUDIT OF TREASURER'S RECORDS FROM PRIOR YEAR

Lana and Amanda reported there were no discrepancies found in this year's audit.

MOTION: To approve the Audit noting there were no discrepancies found.
(1) Fassbender (2) Simons
Motion carried unanimously.

8. PRESIDENT'S REPORT

9. NEW BUSINESS

A) DISCUSSION ON EMAIL RESPONSE PROTOCOL

The Association discussed what practices should be used when solicitation email responses from the group. After discussion, it was agreed to develop a private Facebook group where questions can be asked. It is still ok to ask questions via email, but if you respond, don't use the "Reply All" feature. If you are interested in the responses, ask the requestor to share their findings after a few days.

It was also discussed that it may be helpful to have members report back on their inquiries at the next meeting.

B) DISCUSSION ON 2022 MEETING DATES

- March 9, 2022 – SAFER
- June 23 or 24, 2022 – Conference in Green Bay
- September 21, 2022 – will reach out to Onalaska or Middleton
- November 30, 2022 – Marshfield

10. COMMITTEE REPORTS

Andrea stated the Committees will be re-worked for the new year. Karley, Lynn and Carrie stated they would like to be on the Education Committee. Mindy indicated she has a lead on a speaker for March.

11. ADJOURN

The meeting was adjourned following our roundtable discussions.

NEXT MEETING: MARCH 9, 2022 – SAFER FIRE DISTRICT

Minutes submitted by Kerry Wenzel.