

**WISCONSIN FIRE SERVICE ADMINISTRATIVE ASSOCIATION
MEETING MINUTES
FRIDAY, JUNE 24, 2022
LOCATION: WI STATE FIRE CHIEFS, GREEN BAY, WI**

1. CALL TO ORDER

The meeting was called to order at 11:34 a.m. by President Andrea Peters.

In attendance:

Barron, Amy – Wauwatosa Fire Dept.
Beno, Lynn – Green Bay Metro Fire Dept.
Campbell, Karley – Sheboygan Fire Dept.
Essex, Chris – Portage Fire Dept.
Fassbender, Lana – Beaver Dam Fire Dept.
Latimer, Cher – South Area Fire District
Peters, Andrea – Watertown Fire Dept
Roessler, Mary – Middleton Fire Dept.
Rykowski, Debbie – Beloit Fire Dept.
Walker, Mindy – Wausau Fire Dept.
Wallmuller, Kim – Oshkosh Fire Dept.
Wenzel, Kerry – North Shore Fire Dept.
Williams, Kelly – West Bend Fire Dept.

2. PLEDGE OF ALLEGIANCE

The pledge was skipped due to no flag being present.

3. INTRODUCTIONS

Introductions of all members present.

4. APPROVAL OF MINUTES FROM PREVIOUS MEETING: MARCH 9, 2022

MOTION: To approve the March 9, 2022 minutes as presented.
(1) Fassbender (2) Campbell
Motion carried unanimously.

5. SWEAR IN OF NEW/RETURNING OFFICERS

President Peters stated there are two positions to be sworn in: Vice President Amy Barron and Secretary Mindy Walker. Beno (Administrative Committee), read the oath and swore in both positions.

6. TREASURER'S REPORT – MARY ROESSLER

Treasurer Roessler presented the Treasurer's Report including revenue and expenses for the period ending June 20, 2022. The Association currently has \$1,453.71 in the checking account. Fassbender questioned the expense for the books for the speaker in September as well as the cost for the tee sponsorship.

MOTION: To approve the Treasurer's Report dated June 20, 2022
(1) Wallmuller (2) Williams
Motion carried unanimously.

7. PRESIDENT'S REPORT

Peters did not have any pressing updates. She thanked the membership for giving up time from family and the office for being here at the conference to help with everything.

8. OLD BUSINESS

November 30th meeting is in Marshfield and is usually a holiday celebration with team building exercises. Walker questioned if the membership wanted to continue a potluck and a white elephant/gift exchange. The membership agreed they would like to continue that tradition. We will explore some more options for that meeting for events.

9. NEW BUSINESS

Barron indicated the September meeting in Middleton, the speaker is Sarah Young, Zing Collaborative and an author. She will be discussing leadership development and all members will get a copy of her book. She will be in person, but zoom will be an option for the meeting. She will speak first, and our meeting will take place after her presentation.

Peters discussed whether the association would be in favor of purchasing a Bluetooth speaker to better assist with zoom meetings. The membership agreed that was a great idea.

Peters also noted that we need to do a better job of photographing our meetings and members for flyers and updates to the website.

10. UPDATE FROM COMMITTEES

- Administrative Committee: Lynn, Carrie
 - No updates
- Education Committee: Karley, Amanda
 - the education committee discussed some more options for education in the future and thought it would be great to have a list of previous speakers/topics so they could better determine additional education. They are also going to send out a survey to gauge interests of the members. Wallmuller suggested adding a question regarding recommended speakers. Peters suggested keeping a list of those suggestions for the

future or possible recommendations to the State Chief's board for future conferences. Barron indicated she has a list of topics the membership was interested in that she can forward to the education committee. The membership discussed CPR certification and whether we should do that. Some members indicated they are not CPR certified and would like that certification. Campbell wanted to make the membership aware of a "caffeinated conversation" put on by UW-Green Bay that are done around the state. It's for working women and the dates/locations are listed. Campbell will send out a link to that information and noted some meetings have zoom options as well.

- Fundraising Committee: Mary, Kerry, Ashley (Janesville)
 - Mary indicated the raffle baskets have been going great so far. She thanked the members for donating to the baskets. She just asked that the membership let her know ahead of time next time of their donations so that she can better plan to make the basket look full. Beno questioned where we have sold tickets in the past. We all agreed that selling at the evening event was a great idea because it really helped. Peters noted that we can place items in their newsletter, so she was going to request our photo and information about our association be placed in that publication.
- Conference Committee: Andrea
 - Lana/Lynn indicated the golf outing was good and it went well, and we should do it again next year. There was not much communication regarding what we were allowed and not allowed to do as a hole sponsor or what we could give away. Andrea noted we usually put together a list of comments/recommendations for the management company. Peters reminded the membership that we can attend any speaker we would like to.
 - We discussed onboarding and discussing including family and what that family should expect from their new firefighter.

11. ROUNDTABLE DISCUSSION, IF TIME PERMITS

Members discussed new things going on in their City/departments.

12. SCHEDULE FOR NEXT MEETING

Next meeting will be held on September 21, 2022 in Middleton

13. ADJOURN

The meeting was adjourned at 12:56 p.m.

Minutes submitted by Mindy Walker