

**WISCONSIN FIRE SERVICE ADMINISTRATIVE ASSOCIATION
MEETING MINUTES
WEDNESDAY, SEPTEMBER 21, 2022
LOCATION: MIDDLETON FIRE DISTRICT, 7600 UNIVERSITY AVE, MIDDLETON WI 53562**

1. CALL TO ORDER

The meeting was called to order at 11:39 am by Treasurer Mary Roessler.

In attendance:

Barron, Amy – Wauwatosa Fire Dept. (virtual)
Beno, Lynn – Green Bay Metro Fire Dept.
Ellis, Tara – Neenah Menasha Fire Rescue
Fassbender, Lana – Beaver Dam Fire Dept.
Hanson, Emily – Ashland Fire Dept. (virtual)
Latimer, Cher – South Area Fire District
Panzer, Lori – Marshfield Fire & Rescue
Riley, Taylor – Janesville Fire Dept.
Roessler, Mary – Middleton Fire Dept.
Rykowski, Debbie – Beloit Fire Dept.
Walker, Mindy – Wausau Fire Dept.
Wenzel, Kerry – North Shore Fire Dept.
Williams, Kelly – West Bend Fire Dept.

2. PLEDGE OF ALLEGIANCE

The pledge was led by Treasurer Roessler

3. INTRODUCTIONS

Introductions were done during education session before meeting.

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

MOTION: To approve the June 24, 2022 minutes as presented.
(1) Ellis (2) Rykowski
Motion carried unanimously.

5. TREASURER'S REPORT – MARY ROESSLER

Treasurer Roessler presented the Treasurer's Report including revenue and expenses for the period ending September 20, 2022. The Association currently has \$2,576.43 in the checking account. Barron questioned what the actual profits were for the basket raffles from the State Fire Chief's Conference. Roessler indicated she would calculate that and send it out. (Walker received that amount after the meeting from Roessler and indicated it was \$1,032.02 profit).

MOTION: To approve the Treasurer's Report dated September 20, 2022
(1) Fassbender (2) Latimer
Motion carried unanimously.

6. AUDIT OF TREASURER'S RECORDS FROM PRIOR YEAR

Treasurer Roessler discussed that the financial records need to be audited each year by two members of the association to make sure that all expenses have receipts and everything is in order. She noted it only takes about 5-10 minutes to completed and questioned if someone would be willing to stay after the meeting to complete the task. Williams/Ellis indicated they would take care of the audit.

7. PRESIDENT'S REPORT

President Peters was not able to attend, but indicated the association would need to start thinking about spring elections for President and Treasurer.

8. OLD BUSINESS

None

9. NEW BUSINESS

Treasurer Roessler indicated that she will be retiring in the spring and will be stepping down as Treasurer of the association to give enough time to transfer everything over to the new treasurer. The association members questioned how the banking for the association worked. Roessler indicated that she currently banks in Middleton, however, the new treasurer can choose the bank they would like to go to. She would close the account in Middleton and have a check cut for the amount to be given to the new treasurer to open the account. Roessler indicated she would like to hand over all documentation and accounts at the November meeting considering she was unsure if she would be able to attend the spring meeting in 2023.

Walker indicated there is an opening on the education committee and asked the group if anyone would be interested. No one came forward at this time. Beno questioned what her role is on the administrative committee. We reviewed the policies and procedures manual and briefly discussed the role.

10. UPDATE FROM COMMITTEES

- Administrative Committee: Lynn, Carrie
 - No updates
- Education Committee: Karley
 - Not present
- Fundraising Committee: Mary, Kerry, Ashley (Janesville)
 - No major update other than Mary will be stepping down as a member of this committee as well when she retires.

- Conference Committee: Andrea
 - Not present

11. ROUNDTABLE DISCUSSION, IF TIME PERMITS

Due to time, we did not have roundtable discussions.

12. SCHEDULE FOR NEXT MEETING

Next meeting will be held on November 30, 2022 in Marshfield. The group questioned if there would be a gift exchange/pot luck at this meeting. Roessler/Walker indicated we would discuss with Peters/Barron and send out an email to everyone.

13. ADJOURN

The meeting was adjourned at 11:53 pm.

Minutes submitted by Mindy Walker