

WISCONSIN FIRE SERVICE ADMINISTRATIVE ASSOCIATION

MEETING MINUTES

WEDNESDAY, NOVEMBER 30, 2022

LOCATION: MARSHFIELD FIRE DEPARTMENT, 514 E. 4TH STREET, MARSHFIELD, WI 54449

1. CALL TO ORDER

The meeting was called to order at 10:08 am by President Andrea Peters.

In attendance:

Walker, Mindy – Wausau Fire Department

Latimer, Cher – South Area Fire District

Mueller, Tammy – Grand Chute Fire

Fassbender, Lana – Beaver Dam Fire

Peters, Andrea – Watertown Fire

Barron, Amy – Wauwatosa Fire

Doty, Laura – Eau Claire Fire

Zarecki, Brittany – Plover Fire

Panzer, Lori – Marshfield Fire

Roessler, Mary – Middleton Fire District

2. PLEDGE OF ALLEGIANCE

The pledge was led by President Peters.

3. INTRODUCTIONS

Introductions were completed with Tammy being new to the association.

4. APPROVAL OF MINUTES FROM PREVIOUS MEETING: SEPTEMBER 21, 2022

MOTION: To approve the minutes as presented.

(1) Latimer (2) Roessler

Motion carried unanimously.

5. TREASURER'S REPORT – MARY ROESSLER

MOTION: To approve the Treasurer's Report dated November 29, 2022

(1) Fassbender (2) Zarecki

Motion carried unanimously.

6. PRESIDENTS REPORT – ANDREA PETERS

Peters indicated she had received suggestions from our group and sent those back to the management company. We received a lot of exposure at this last conference, and it was overall a very good

conference. We discussed the golf outing and tossed around ideas for the hole sponsorship. We discussed the conference next year being held at the Kalahari in Wisconsin Dells.

7. OLD BUSINESS

None

8. NEW BUSINESS

- a. Peters indicated Mary Roessler is stepping down in her position as Treasurer as she is retiring in 2023. This will give time for transition over to the new treasurer.
- b. 2023 meeting dates and locations – Beaver Dam and Oshkosh have both volunteered to host meetings in 2023. We will need one more location. Peters indicated we've been struggling with in person attendance, so we discussed changing our meeting structure. February, April, June, and August were thrown out as ideas for meeting dates in 2023 and then we could have a social gathering in November without a business meeting. The bylaws indicate that we need to meet at least quarterly, but should we change it to 4 times a year? The members agreed that we should try these months and we can always add a zoom meeting if we need one. The membership discussed whether we should continue zoom meetings or not. We want people to be here in person but are unsure what the reason for the lack of in person attendance is.

We also discussed developing a host checklist to let the hosting department know what their responsibility is. Discussed new members and maybe forming some kind of "welcoming committee."

Tammy from Grand Chute mentioned that she would be willing to host in 2023 also if we needed another location. Peters questioned if there was anyone else that wanted to host in 2023 or 2024. Walker indicated she could host anytime the association needed and Barron agreed to the same.

Doty questioned whether the admin from Chippewa Falls was a member? Walker looked at the list and didn't believe so. Doty indicated she would reach out to her and give her some information on our association.

Peters indicated she will send out a poll to the association regarding the day of the week for meetings before we pick a date in the months of February, April, June and August.

9. ELECTION OF NEW OFFICERS (TREASURER)

There was one nomination for Treasurer and Cher Latimer accepted the nomination. Barron made a motion to approve Latimer as Treasurer, second by Roessler. Motion carried unanimously.

Roessler indicated she has all the paperwork and thumb drive with all information for the membership details for invoices to go out in 2023.

10. UPDATE FROM COMMITTEES

- Administrative Committee: Lynn, Carrie
 - No one present, however, we will need to discuss an update to the bylaws
- Education Committee: Karley, Amanda
 - No one present
 - Amanda emailed Peters and indicated she needed to step down from the education committee
 - Fassbender indicated she would join the committee in Amanda's place
 - Peters questioned if there were any suggestions for sessions in 2023
- Fundraising Committee: Kerry, Mary, Ashley
 - Mary will no longer be on the committee given her retirement
 - Cher will take that position on the committee as the new treasurer
- Conference Committee: Andrea
 - No updates

We need to discuss committee assignments and reestablish them to make sure all current parties are still interested in their positions.

11. ROUNDTABLE DISCUSSION, IF TIME PERMITS

Roundtable discussion was not done.

12. SCHEDULE FOR NEXT MEETING

Next meeting date and location to be determined after poll of members.

13. ADJOURN

The meeting was adjourned at 11:06 am. Doty motion to adjourn, Panzer second. Motion carried unanimously.

Minutes submitted by Mindy Walker