

**WISCONSIN FIRE SERVICE ADMINISTRATIVE ASSOCIATION
MEETING MINUTES
THURSDAY, MARCH 23, 2023
LOCATION: SHEBOYGAN CITY HALL, 828 CENTER AVENUE, SHEBOYGAN**

1. CALL TO ORDER

The meeting was called to order at 10:04 am by President Andrea Peters.

In attendance:

Barron, Amy – Wauwatosa Fire
Beno, Lynn – Green Bay Fire
Campbell, Karley – Sheboygan Fire
Duckart, Lacey – Manitowoc Fire (guest)
Ellis, Tara – Neenah-Menasha Fire
Fassbender, Lana – Beaver Dam Fire
Garrigan, Mindi – Sheboygan Fire (guest)
Green, Mary – Lake Country Fire & Rescue (online)
Jennings, Mitzi – Delton Fire (online)
Latimer, Cher – SAFER
Mueller, Tammy – Grand Chute Fire
Muentner, Lori – Fond du Lac Fire
Panzer, Lori – Marshfield Fire
Peters, Andrea – Watertown Fire
Riley, Taylor – Janesville Fire (online)
Rosch, Sandy – Lake Country Fire & Rescue (online)
Rykowski, Debbie – Beloit Fire
Wallmuller, Kim – Oshkosh Fire (online)
Walker, Mindy – Wausau Fire
Wenzel, Kerry – North Shore Fire
Williams, Kelly – West Bend Fire
Zarecki, Brittany – Plover Fire

2. PLEDGE OF ALLEGIANCE

The pledge was led by President Peters.

3. INTRODUCTIONS

Introductions were completed with new members and guests that were in person.

4. APPROVAL OF MINUTES FROM PREVIOUS MEETING: NOVEMBER 30, 2022

MOTION: To approve the minutes as presented.
(1) Fassbender (2) Beno

Motion carried unanimously.

5. ELECTION OF NEW OFFICERS

a. President and Treasurer

- i. Cher Latimer was nominated for Treasurer via email – motion to approve the nomination (Zarecki) and 2nd (Panzer) – motion approved.
- ii. Andrea Peters was nominated for President via email – motion to approve the nomination (Panzer) and 2nd (Fassbender) – motion approved.

6. TREASURER'S REPORT – CHER LATIMER

MOTION: To approve the Treasurer's Report dated March 22, 2023
(1) Ellis (2) Williams
Motion carried unanimously.

7. PRESIDENTS REPORT – ANDREA PETERS

Fire Chief's conference update:

Peters briefly discussed the State Fire Chief's conference that will take place from June 22nd through the 25th, 2023 at the Kalahari in Wisconsin Dells. Our association assists in staffing the registration booth as well as we have a vendor booth of our own to promote our association. We also sponsored a hole at the golf outing last year and we sell raffle tickets at our booth to assist with costs for our own education. We are planning to sponsor a hole at the golf outing again this year.

Barron noted that we are also allowed to go to any conference classes at no cost and we do not have to register for the conference if we are working at it.

Peters has emails out to Maiya (Wisconsin Association Management "WAM") to solidify conference booth times and will get the sign-up genius sent out to the group so we can sign up for shifts.

Barron also noted that WAM provides meals for us during the days we are working the conference (not dinner) and has provided 4 hotel rooms for our association to utilize as in the past.

Zarecki questioned if spouses could attend the Saturday night President's dinner and Peters noted that yes, but the President's dinner is not included or free for us and that would have to be paid for and registered for separately.

Peters discussed the Welcome Reception on Thursday night, and it currently appears that it will be held at the Kalahari from 4:30 to 8:30 pm. We are planning to once again sell raffle tickets at this event as we had good sales at last years event.

Peters discussed the vendor booth for our association and where we would prefer to have our booth located. Would we prefer a booth in the hallway or in the vendor hall? We would prefer the vendor hall as it's less work to take everything down each night. Peters will register our booth in the vendor hall.

Peters discussed hotel rooms for our association and that the Chiefs are willing to give us 4 rooms, but she is still trying to clarify if that's 4 rooms each night or total. She will clarify and get that information back to the group.

Ellis questioned when we would hold our association meeting and Peters noted that we typically have held our meeting on Friday morning after opening ceremonies and we grabbed lunch and went back to a room to hold our meeting.

8. OLD BUSINESS

None

9. NEW BUSINESS

Review survey results and choose meeting dates/locations for 2023:

Peters discussed that the survey results were sent to Fassbender and Campbell for our education topics for this year. Campbell noted that depending upon the dates, the education sessions may move around.

Peters discussed and questioned dates for this year's meetings. Oshkosh will host in April. Peters will touch base with Kim and decide on a date. Kalahari in June. Beaver Dam will host in August and will work on a date. Janesville also noted that they could host this year.

10. UPDATE FROM COMMITTEES

- Administrative Committee: Lynn, Carrie

Beno installed/swore in the Treasurer (Latimer) and President (Peters) into their newly nominated and approved positions. It was discussed that our bylaws and policies and procedures manual need an update. Those documents will be sent for review and updates.

- Education Committee: Karley, Lana

Campbell and Fassbender have been discussing options after the survey results were received. She mentioned HIPAA, FOIA, etc. She reached out to CVMIC regarding any HIPAA or Fire Service FOIA classes, but they were unable to help. She reached out to an attorney regarding those topics and is waiting for a response. Peters mentioned a subject matter expert roundtable (if someone in the group is good with a particular topic). The group liked the idea of maybe having a couple of topics and then we can figure out who has expertise in that topic to discuss/teach on at next meeting. Campbell mentioned that we could pick a topic (ex. software). The group noted that we would like to talk about scheduling products at the April meeting. Barron suggested we do a survey on what software everyone uses and then we can pick topics from there. Campbell will send out a survey. She mentioned Humble Warrior that may be a good speaker at our August meeting.

- Fundraising Committee: Kerry, Ashley, Cher

Latimer indicated the group had discussed options for fundraising at the Chief's conference and mentioned gift baskets, bake sale, calendars, etc. Latimer mentioned maybe selling can cozies at the golf outing or having a 50/50 raffle at the hole event. Peters indicated they would need to check our raffle license on whether we can do a 50/50 or not. Mueller indicated that as a new person she was unaware of what we were discussing. Peters noted that we put together raffle baskets of

donated items and the association would put more items in that we raffled at the Chief's conference. Those funds are then used by the association for education at our meetings. Peters discussed a prize wheel for the golf outing that we could give away a bunch of our leftover stuff from previous years. Or maybe a dice game where each number is associated with a prize. Fassbender will assist with coordination of the golf outing. We discussed having can cozies as a giveaway for everyone and then the additional dice or prize wheel for additional prizes. Campbell mentioned there is a vendor in Plymouth that does turnout gear boot cozies. She will check into prices.

- Conference Committee: Andrea

Already discussed above. Peters mentioned she was working with Maiya regarding an email list serve and will confirm, but they were looking at this email address wfsaa@wsfca.com. Don't email this yet as it needs to be confirmed and set up and communicated with the group.

11. ROUNDTABLE DISCUSSION, IF TIME PERMITS

No roundtable discussion took place.

12. SCHEDULE FOR NEXT MEETING

Yet to be determined and will be sent out as soon as confirmed, but will be held in Oshkosh.

13. ADJOURN

The meeting was adjourned at 11:05 am. Beno motion to adjourn, Wenzel second. Motion carried unanimously.

Minutes submitted by Mindy Walker