

**WISCONSIN FIRE SERVICE ADMINISTRATIVE ASSOCIATION
MEETING MINUTES**

FRIDAY, JUNE 23, 2023 at 11:00 am

LOCATION: WI STATE FIRE CHIEF'S CONFERENCE, KALAHARI RESORT – GUAVA ROOM

1. CALL TO ORDER

The meeting was called to order at 11:08 am by President Andrea Peters.

In attendance:

Barron, Amy – Wauwatosa Fire Department
Bordeaux, Savannah – Fox Crossing Fire Department
Campbell, Karley – Sheboygan Fire Department
Fassbender, Lana – Beaver Dam Fire Department
Latimer, Cher – SAFER Fire
Leick, Ashley – Janesville Fire Department
Mueller, Tammy – Grand Chute Fire Department
Muentner, Lori – Fond du Lac Fire Department
Panzer, Lori – Marshfield Fire Department
Peters, Andrea – Watertown Fire Department
Riley, Taylor – Janesville Fire Department
Rykowski, Debbie – Beloit Fire Department
Walker, Mindy – Wausau Fire Department
Wallmuller, Kim – Oshkosh Fire Department
Wenzel, Kerry – North Shore Fire Department

2. PLEDGE OF ALLEGIANCE

The pledge was completed in opening ceremonies and therefore not completed at our meeting.

3. INTRODUCTIONS

Introductions were completed with new members and guests that were in person; virtual option not available at this meeting.

4. APPROVAL OF MINUTES FROM PREVIOUS MEETING: APRIL 26, 2023

MOTION: To approve the minutes as presented.
(1) Fassbender (2) Mueller
Motion carried unanimously.

5. TREASURER'S REPORT – CHER LATIMER

We spoke about the raffle baskets and heard great things about them and how sales went at the Weary Traveler's event on Thursday evening. Campbell mentioned that we should investigate non-cash options to purchase raffle tickets because Kalahari is cashless now and most folks didn't bring cash.

We discussed adding a square to the association so people can pay with card for raffle tickets. Bordeaux mentioned that her department foundation uses square and it is very handy and was very easy to use. She mentioned that venmo is harder because it has to be linked to a cellphone that doesn't already have a venmo account. Fassbender questioned if anyone knows that cost for square. Bordeaux thought it was under \$20 for the device and the annual fee is pretty minimal plus some transaction fees. Barron indicated it was 2.6% plus 10 cents per swipe. Latimer will look into it further and bring the information back to the next meeting.

MOTION: To approve the Treasurer's Report dated June 19, 2023
(1) Muentner (2) Wallmuller
Motion carried unanimously.

6. PRESIDENTS REPORT – ANDREA PETERS

Peters discussed her topics in the committee updates.

7. OLD BUSINESS

No old business

8. NEW BUSINESS

Updates to Bylaws and Policies & Procedures

Peters indicated that the Bylaws were updated and that the Board needs to do a final review of the new Bylaws and then they will be sent out to the association for review and a vote for approval of the changes. Peters indicated the major change was combining the Bylaws and the Policies and Procedures into one document instead of two. She discussed some other changes, i.e. nominations will go to the Chair of the Administrative committee for the board instead of the President. She discussed the creation of the Sunshine committee. We also changed the verbiage regarding meeting quarterly to meeting 4 times a year so that it didn't matter when our meetings were held. The officer duties were cleaned up so there was not duplication of duties.

Peters discussed sponsorship options because there were businesses that have approached us in the past about being members, however, we had no option for them to become members. They could then sponsor lunch or other educational opportunities. The members discussed what the sponsor would get from becoming a member. Peters noted that we would have to discuss further and come up with the details of that membership. Fassbender questioned if businesses have donated to our basket raffles in the past. If they donated something, then we could recognize that certain businesses have donated. Wallmuller noted that when she's had sponsors in the past, the businesses logo/name could be located on our website as a sponsor and posted on our Facebook page. Wallmuller indicated she uses Wix and so does Sheboygan for hosting their webpage. We discussed our current website and the domain and how to get that to a new site that is more user friendly than WordPress. Wallmuller discussed transferring that domain and how to accomplish that. Wallmuller indicated she can assist in the process of a potential move of our website.

9. UPDATE FROM COMMITTEES

- Administrative Committee: Lynn, Carrie

No members were present from this committee.

- Education Committee: Karley, Lana

Review of SME/Software Survey:

Campbell indicated that she had put together the responses from the survey and discussed that the group wanted a subject matter expert (SME) type roundtable for internal members to discuss how they utilize certain software (payroll, NFIRS, EMS, etc.) within their departments. She noted she would send out the results to the association for us all to review.

Campbell discussed the speaker, Raquel Durden – Humble Warrior Project, for our August meeting in Beaver Dam and gave a brief bio of the speaker. Campbell indicated that the speaker needs a head count of participants by July 20, 2023.

- Fundraising Committee: Kerry, Ashley, Cher

Latimer indicated we just need to sell tickets today and tomorrow morning. She will be present today and tomorrow if anyone has questions. Latimer will be present during the drawing on Saturday and will update members of total profits after the conference has concluded.

- Conference Committee: Andrea

Peters indicated we will need to start thinking about training topics, dates and locations for 2024. She questioned if the membership wanted to end the meetings in fall and not have meetings in winter. Walker indicated she likes not having to drive in the winter and that we could always add a virtual meeting if we needed something approved. Peters indicated that one of the educational topics that people keep mentioning is “how to say no” because we all seem to struggle with that. Campbell indicated that Raquel mentioned that to her as a potential topic. Peters also mentioned burnout as a topic. Campbell indicated she reached out to CVMIC and an attorney that was referred to her regarding open records request in the fire service. She has not heard anything back. Peters noted that her previous City Attorney would probably be interested in coming in to talk about open records requests. Peters will reach out to her. Wallmuller questioned FLSA training. Barron indicated she will look it up and get that information out to the membership. Barron noted that she learned so much from the class but thought it was a lengthy class and expensive.

Peters noted that the Vice President and Secretary will be up for re-election in 2024. If you are interested in serving on a committee or on the Board in 2024, review the responsibilities of the committees and officers in the Bylaws. These positions will be voted on at the first meeting in 2024.

Peters questioned if the membership would be in favor of a “secret santa” where members would give some ideas of things they like, and someone would mail them a gift near Christmas. The membership was in favor of this idea. Peters will provide an email with details.

Peters discussed “The Sixth Bugle” conference from September 20-22, 2023, that is held in Perrysburg, Ohio. This is a new conference as it’s only in its 2nd year. Fassbender noted she checked out the conference details online and she was impressed with the speakers they have lined up. Peters noted that she would send information out regarding this conference in case anyone is interested. She noted that if the conference is worth the trip, maybe the association could organize us all going together in 2024.

Peters discussed submitting suggestions on improvements for the conference. She usually compiles this list and gives it to the management company after completion of the conference. She questioned if that list should be given to the State Chief’s board instead of just the management company. The association agreed that it should be sent to the Chief’s Board. Fassbender questioned if we could manage this meeting instead of the management company. Peters indicated they do more than just this conference, they take minutes at all their board meetings and handle the winter in-service, etc.

10. ROUNDTABLE DISCUSSION, IF TIME PERMITS

Round table was completed after the meeting.

11. SCHEDULE FOR NEXT MEETING

Next meeting to be held in Beaver Dam on August 24, 2023, and there will be a speaker regarding coping with PTSD and Meditation/Chair Yoga.

12. ADJOURN

The meeting was adjourned at 12:03pm. Latimer motion to adjourn, Wenzel second. Motion carried unanimously.

Minutes submitted by Mindy Walker