

WISCONSIN FIRE SERVICE ADMINISTRATIVE ASSOCIATION

MEETING MINUTES

THURSDAY, AUGUST 24, 2023 AT 10:00 AM

LOCATION: BEAVER DAM FIRE DEPARTMENT, 205 S LINCOLN AVE, BEAVER DAM WI 53916

1. CALL TO ORDER

The meeting was called to order at 10:14 am by President Andrea Peters.

In attendance:

Beno, Lynn – Green Bay Metro Fire Department
Campbell, Karley – Sheboygan Fire Department
Duckart, Lacey – Manitowoc Fire & Rescue Department
Ellis, Tara – Neenah-Menasha Fire Rescue (online)
Fassbender, Lana – Beaver Dam Fire Department
Hill, Janean – Mazomanie Fire Department
Jennings, Mitzi – Delton Fire Department
Kemen, Rita – Kenosha Fire Department
Latimer, Cher – SAFER Fire District
Leick, Ashley – Janesville Fire Department
Mueller, Tammy – Grand Chute Fire Department
Muentner, Lori – Fond du Lac Fire & Rescue
Neilson, Staci – Lake Country Fire & Rescue
Osborne, Heather – Brodhead Fire District
Panzer, Lori – Marshfield Fire & Rescue Department
Peters, Andrea – Watertown Fire Department
Riley, Taylor – Janesville Fire Department
Rummel, Amy – Wauwatosa Fire Department
Rykowski, Debbie – Beloit Fire Department
Vargas-Dever, Antonia – 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 led by President Peters.

3. INTRODUCTIONS

Introductions were completed with new members and guests that were in person prior to the meeting beginning.

4. APPROVAL OF MINUTES FROM PREVIOUS MEETING: JUNE 23, 2023

MOTION: To approve the minutes as presented.
(1) Panzer (2) Wallmuller

Motion carried unanimously.

5. TREASURER'S REPORT – CHER LATIMER

MOTION: To approve the Treasurer's Report dated August 22, 2023
(1) Muentner (2) Nielson
Motion carried unanimously.

Latimer discussed her findings when looking into credit card payments. She discussed that with the Kalahari only allowing cashless payments now, there were a bunch of folks that didn't bring cash to the evening event and therefore, couldn't purchase raffle tickets. We decided we should look into being able to accept credit card payments for the fundraiser as well as membership dues. She noted that Square doesn't have a monthly fee but has fees per transaction. For association membership fees, the fee would be approximately \$2.77 per \$75 membership fee. We would get a free reader and it can either connect to a headphone jack or an apple connector. The other option would be to get a Bluetooth reader and that would be much more versatile, but it costs about \$59 (one-time fee). She discussed the different types of fees for swiping cards versus ACH fees and manual credit card transactions.

The association agreed that we should move forward with Square and with the purchase of the Bluetooth reader. Mueller asked if we should pass the fees on to the member using the card. Peters indicated that her department has a policy that if there are fees associated with the purchase, that they are not allowed to use the card. Peters questioned what the association wanted to do or thoughts. Mueller questioned if we would have to transfer devices at the Chief's conference or how it works. Latimer indicated that each person that would want to use it would have to have the app. The association discussed purchasing a device that is dedicated to the reader. Peters noted that she would look into utilizing a device from her department so there would only be one device being used. Peters indicated that she was going to reach out to the other raffle vendor from State Chief's on how they utilized credit card payments for raffle tickets. Peters noted that we should try it and keep the fees paid by the association to see how it goes. Rummel discussed increasing the membership dues to account for the fees. Duckart noted that most departments have already budgeted the membership dues for next year's budget. Those in attendance agreed to revisit the membership increase next year before budgeting.

If anyone would like to pay membership dues by credit card, please bring your card along to the first meeting in 2024.

MOTION: To move forward with the purchase of a Bluetooth reader and set up a Square account
(1) Rummel (2) Kemen
Motion carried unanimously.

6. PRESIDENTS REPORT – ANDREA PETERS

Peters discussed the latest membership update spreadsheet that was sent out by Latimer and noted this is the highest that our membership has ever been and it's all because of all of our current members and getting the word out there. She and Rummel thanked everyone for coming to this meeting.

Peters discussed the update to the Bylaws and mentioned that she would like the members to look at the purpose statement and bring back some ideas on how to update our purpose statement for the next meeting. Members present felt that it was accurate, but maybe wordsmith some of it. Fassbender, Campbell and Rummel will work together and send suggestions back to Peters.

Peters discussed the feedback that everyone sent her from the Conference and thanked everyone for that feedback. Campbell questioned if Peters had spoken with the Chief's regarding the management company. Peters felt that it needed to be a face-to-face discussion and not an email so she will be working on that. She'd like to try to schedule a meeting with the new Board president (Chief Pulvermacher) so that we can be a part of the planning meetings for next year's meeting. There was a lengthy discussion regarding issues that were had at the State Chief's and how to fix those issues. Peters questioned if our association should back away from working the conference and just have a vendor booth/golf hole sponsorship/etc. Peters mentioned that there was an agreement made between Chief's and our organization many years ago regarding our involvement at the conference. Peters and Rummel agreed that we should meet with Chief Pulvermacher first and decide how to move forward. Peters will reach out to Chief Pulvermacher and will keep everyone posted.

Peters reminded that nominations for VP and Secretary will be open soon and those positions will be voted on at the first meeting of 2024. Nominations open 30 days before that meeting. If you are interested or have someone you would like to nominate, watch for the email that nominations are open and send those nominations to Lynn Beno (Green Bay Metro).

Peters mentioned that committee assignments can be redone for 2024 so if anyone would like to join or be removed from a committee, please let her know.

7. OLD BUSINESS

No old business

8. NEW BUSINESS

a. Vote and approve updates to Bylaws and Policies & Procedures

Peters noted that the Bylaws were emailed out for review. Peters would like to change on Page 14, fundraising was capitalized in the middle of the word. Page 18, it states "The president" with nothing after it. Page 15, 11.3 there is a parenthesis missing which was noted by Fassbender. These changes will be made and emailed out to the membership.

MOTION: To approve the Bylaws as presented with noted changes

(1) Fassbender (2) Rykowski

Motion carried unanimously.

b. Compile a list of potential 2024 meeting locations

Peters questioned if anyone had a preference of meeting dates for 2024. Rummel indicated that the bylaws state 4 times per year. Most members agreed they did not want to meet in July. Wenzel suggested moving the August meeting to later in the year. Rummel noted that we don't necessarily have to have a business meeting at the Chief's conference. March, June, August, November are the suggested months. Peters asked anyone that is interested in hosting in 2024 to send her an email and she will compile a list. That will be cross referenced with potential speakers and then locations will be decided.

9. UPDATE FROM COMMITTEES

According to the new bylaws, there is no longer a Conference Committee as typically, only the president was on that committee. We also added a Sunshine Committee, which is managed by the Vice-President. You can review the duties of that committee in the updated bylaws.

- Administrative Committee: Lynn, Carrie
 - None
- Education Committee: Karley, Lana
 - None
- Fundraising Committee: Kerry, Ashley, Cher
 - None

10. ROUNDTABLE DISCUSSION, IF TIME PERMITS

Round table was completed after the meeting.

11. SCHEDULE FOR NEXT MEETING

Meeting date and location to be determined

12. ADJOURN

The meeting was adjourned at 11:13 am. Nielson motion to adjourn, Wallmuller second. Motion carried unanimously.

Minutes submitted by Mindy Walker