

**WISCONSIN FIRE SERVICE ADMINISTRATIVE ASSOCIATION
MEETING MINUTES
FRIDAY, JUNE 21, 2024, AT 11:00 AM
LOCATION: WI STATE FIRE CHIEF'S CONFERENCE, KALAHARI RESORT**

1. CALL TO ORDER

The meeting was called to order at 11:12 am by President Andrea Peters.

In attendance:

Baxter, Karyn – Stevens Point Fire Department
Bordeaux, Savannah – Fox Crossing Fire Department
Campbell, Karley – Sheboygan Fire Department
Lange, Alisha – Altoona Fire Department
Latimer, Cher – SAFER Fire District
Nielson, Staci – Lake Country Fire & Rescue
Osborne, Heather – Brodhead Fire District
Peters, Andrea – Watertown Fire Department
Riley, Taylor – Janesville Fire Department
Rykowski, Debbie – Beloit Fire Department
Walker, Mindy – Wausau Fire Department
Wenzel, Kerry – North Shore Fire Department
Zarecki, Brittany – Plover Fire Department

2. PLEDGE OF ALLEGIANCE

The pledge was led by President Peters.

3. INTRODUCTIONS

Introductions were completed as there were new members that were present.

4. APPROVAL OF MINUTES FROM PREVIOUS MEETING: MARCH 13, 2024

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

5. TREASURER'S REPORT – CHER LATIMER

Latimer asked if there were any questions on the treasurer's report. None were noted. Latimer noted that she would like to look into the option of the association buying a tablet to stay with the square so that we aren't relying on someone's cellphone. Walker questioned waiting on that purchase to see how the square goes this week to determine if that is something that we will want to continue. We agreed to see how the weekend goes and revisit.

MOTION: To approve the Treasurer's report
(1) Riley (2) Nielson
Motion carried unanimously.

6. PRESIDENTS REPORT – ANDREA PETERS

Peters combined her report and the Sixth Bugle conference update. She mentioned that we had requested sponsorship from the WI State Fire Chief's Association for The Sixth Bugle conference. She noted that the board was going to consider and vote on it at their board meeting on Wednesday. We are unsure of whether it was approved or not. Peters discussed other sponsorships that have already been confirmed. Peters and Walker discussed the process of planning this with Rudy and how it has been going. Peters noted to the group that if there was anyone having a hard time getting the registration fee paid to reach out because there are some options. One sponsor for sure has paid a number of registration fees because they were not able to sponsor in the typical fashion. The link for registration and hotels for The Sixth Bugle is:

<https://www.thesixthbugle.org/>

Baxter asked if there was a list of vendors already asked for sponsorships. Peters will send out the list to the membership so that if anyone has other vendors they want to reach out to, they can do that if they feel comfortable.

Peters noted the schedule for The Sixth Bugle will be ½ day on Tuesday, all day Wednesday and then ½ day on Thursday. This is scheduled for September 24, 25, and 26. Peters questioned if the membership wanted to have a membership meeting in September. Wenzel thought it was okay to forgo an in-person meeting in September and have a zoom meeting in its place.

MOTION: To approve hosting a zoom meeting in September instead of in person.
(1) Wenzel (2) Campbell
Motion carried unanimously.

7. OLD BUSINESS

- a. Update on Sixth Bugle Conference

Discussed above in President's Report.

8. NEW BUSINESS

None

9. UPDATE FROM COMMITTEES

- Administrative Committee: Lynn, Debbie

No members present – Peters noted we will need to change members as Carrie is no longer interested in being on the committee. Rykowski volunteered to replace Carrie.

- Fundraising Committee: Kerry, Cher, Taylor
Cher noted we have lots of raffle tickets to sell this weekend. Brewer tickets were donated by Kellman Restoration. Latimer noted we sold one set of Brewer tickets at the golf outing, and we raised approximately \$250. Peters discussed the setup of sales for Thursday night and why we decided only to sell inside for a short time due to the concert being outside.
- Education Committee: Karley
Campbell noted that she is working on generational training from CVMIC. There would be no cost from CVMIC to provide the training. Riley noted that Humble Warrior has a niece in Janesville that would be willing to provide training too if Raquel is not available considering she is only in Wisconsin for a couple months out of the year. Campbell will reach out.

The business meeting was paused at 11:40 am for lunch and was resumed after.

- Conference Committee: Andrea
Membership had a discussion regarding a pop-up canopy for the golf outing next year instead of someone bringing their personal canopy. Peters noted we will discuss it at our next meeting.

Peters updated the group that the WSFCA Board is having a meeting on Sunday after the conference to talk about how things went and problems that they may have had with this year's conference. She questioned if we should reach out and try to send someone to that meeting in future years, or should we just send the list like we have in the past but try to send that to someone that we have a more personal connection with on the Board. Members agreed that we should try to reach out to the Management company and members of the WSFCA Board to figure out the best method of communication of our potential issues.

10. ROUNDTABLE DISCUSSION, IF TIME PERMITS

Riley noted that she has a new Chief that was a previous Battalion Chief in her department. Campbell noted they are working with 5 Bugles design for some additions and changes at their station.

11. SCHEDULE FOR NEXT MEETING

Our next meeting will be held via zoom on September 12th at 1:30 pm.

12. ADJOURN

The meeting was adjourned at 12:17 pm. Wenzel made a motion to adjourn, second by Zarecki. Motion carried unanimously.

Minutes submitted by Mindy Walker