

**WISCONSIN FIRE SERVICE ADMINISTRATIVE ASSOCIATION
MEETING MINUTES**

WEDNESDAY, MARCH 13, 2024, AT 10:00 AM

LOCATION: DELLS-DELTON FIRE DEPARTMENT, 45 MILLER DRIVE, BARABOO, WI

1. CALL TO ORDER

The meeting was called to order at 10:07 am by President Andrea Peters. Chief Thunberg welcomed all our members and thanked us for what we do in our departments.

In attendance:

Baxter, Karyn – Stevens Point Fire Department
Campbell, Karley – Sheboygan Fire Department
Duckart, Lacey – Manitowoc Fire & Rescue Department
Fassbender, Lana – Beaver Dam Fire Department
Garrigan, Mindi – Sheboygan Fire Department (via zoom)
Jennings, Mitzi – Lake Delton Fire Department
Latimer, Cher – SAFER Fire District
Leick, Ashley – Janesville Fire Department (via zoom)
Leigh, Hannah – Amherst Fire District
Muentner, Lori – Fond du Lac Fire Rescue
Nielson, Staci – Lake Country Fire & Rescue
Oborne, Heather – Brodhead Fire District
Panzer, Lori – Marshfield Fire & Rescue Department (via zoom)
Peters, Andrea – Watertown Fire Department
Riley, Taylor – Janesville Fire Department
Rummel, Amy – Wauwatosa Fire Department
Severson, Amber – La Crosse Fire Department (via zoom)
Walker, Mindy – Wausau Fire Department
Wallmuller, Kim – Oshkosh Fire Department
Wenzel, Kerry – North Shore Fire Department
Williams, Kelly – West Bend Fire Department
Zarecki, Brittany – Plover 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. Members on zoom also introduced themselves.

4. APPROVAL OF MINUTES FROM PREVIOUS MEETING: AUGUST 24, 2023

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

5. ELECTION OF OFFICERS

Beno is unable to be present today so Latimer will swear in new members.

a. VICE PRESIDENT

Amy Rummel was nominated for Vice President. No other nominations were presented.

b. SECRETARY

Mindy Walker was nominated for Secretary. No other nominations were presented.

Amy Rummel and Mindy Walker were installed into their respective positions.

6. 2023 TREASURER'S AUDIT – CHER LATIMER

Latimer indicated she sent the audit to Taylor Riley and Debbie Rykowski to review and audit the 2023 Treasurer records. Riley indicated that everything was very well organized and was easy to review. Latimer indicated that Rykowski noted that the receipts needed to be all detailed as there were a couple that were not the detailed receipt and only a summary. Latimer noted that she would make sure that the receipts were detailed in the future and not only the summary.

MOTION: To approve the Treasurer's Audit for 2023
(1) Muentner (2) Wallmuller
Motion carried unanimously.

7. TREASURER'S REPORT – CHER LATIMER

Latimer noted that there are now 44 total members of our association. The treasurer's report was emailed out to everyone and there were copies provided at the meeting. There were no questions or comments on the treasurer's report.

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

8. PRESIDENTS REPORT – ANDREA PETERS

Peters started out by discussing the State Chief's conference. She noted that Latimer had sent out emails asking for donations for the raffle baskets. We will have a vendor booth and a golf outing booth again as we have in the past if the committee agrees. Peters noted that we have been asked to work in registration and stuff bags again at this year's conference. She noted that hotel rooms and schedule are still very much in the air and that information will be sent out as we receive it. We will have opportunities to work at the golf outing as well as our own vendor booth. Peters discussed minor details of the conference for new members (i.e. registration, golf outing, our own vendor booth, Weary traveler's event, etc.). The dates for this year's conference are June 20th – 23rd at the Kalahari, Wisconsin Dells. She noted that our members can attend any of the conference classes at no cost due to our

association's assistance at the conference. We will have our association meeting on Friday, June 21st, and it will only be a business meeting, no education. Leick questioned if we will have zoom available for the meeting at the conference. Peters noted that it wasn't a definite no, but we will need to evaluate the room.

Peters questioned the group on how long to have shifts to work at State Chiefs. Rummel indicated that we have had 2-hour shifts in the past and when the sign-up sheet goes out everyone signs up right away and then there are no more shifts available. In the past, members have been required to work 2 shifts to qualify for the hotel room sponsored by the State Chief's for our association. Wallmuller indicated that she was in a sponsored hotel room last year and needed to work 2 shifts each day and found it a struggle to get both shifts scheduled and work it around conference classes that she desired to attend. Muentner indicated that she would be willing to give up working registration as her department sponsors her room so that others have the option. She also noted to new members that we are only there for assistance, but we don't plan or run it. The management company hired by the State Chief's handle organization of the entire conference. Rummel asked about 1-hour shifts. Wenzel noted that she wouldn't recommend 1-hour shifts because you just get going and figure out the registration booth and then you would be done. Rummel suggested limiting how many shifts everyone can sign up for so that there are options for everyone. Zarecki liked the idea of breaking up the golf outing as it was hot for 2 people to work the booth all day. Maybe ½ day shifts. Wallmuller suggested making registration 2 hours but the vendor booth and weary travelers to 1-hour shifts. Peters noted that the Weary Traveler's event included all our association members and wasn't sure if we needed to sign up for it. Rummel suggested reaching out to Maya regarding location/times/etc for the Weary Traveler's event.

There was discussion regarding the future locations of the Chief's conference. Rummel indicated that years ago we were more connected to the management association that is hired by State Chiefs, so we had more knowledge of everything that was going on. We are not as actively involved any longer, so we struggle to get information. Zarecki questioned if it would help to send a message to a couple Chiefs that are on the board that are members of Central WI Fire Chiefs. Peters indicated she would draft a letter and send it out to the association for each of us to forward to Chiefs that we have contact with that are on the Board. Zarecki questioned how many rooms we had last year. Peters indicated she thought it was either 4 or 5. Zarecki noted her department would prefer she use an association room versus her department paying for the room. Peters discussed whether we should investigate a scholarship option for the association to pay for rooms. Peters noted that there will be no sharing of rooms as it was in the past. Rummel noted there will be spots to request a room on the sign-up genius and we can evaluate at that time what room needs are. Leick reminded the association that the Kalahari is now a cashless facility so only credit cards are accepted for payment. Peters noted that we have Square now so we can take payment via credit card for ticket sales for the raffle baskets if folks do not have cash.

Rummel wanted to discuss communication amongst our members during the conference. She questioned how we can do it better. We had a group text last year and had received some complaints. Zarecki suggested radios or walkie talkie. Williams indicated there might be an app we could use. Jennings questioned using messenger chat instead of text so there isn't an issue with cellular connection if everyone has Wi-Fi connected. Peters noted that not everyone had everyone else's number in the group text so there were complaints regarding not knowing who was texting what. Rummel noted that we just needed to be better at where things are located and communicating that to our members, i.e.

where the registration booth was, etc. Wallmuller indicated that others complained about not knowing exactly when to show up for their signed-up shifts. Rummel indicated that they signed up and should know and that she always prints the sign-up genius and puts it in the registration booth. Walker agreed and noted that we are all professionals and can be responsible for knowing what times we signed up for. Wallmuller noted she had heard that folks weren't sure if they should arrive at their shift time or early. Walker noted that it didn't really matter if they were early or not, as long as you are there for your shift.

Zarecki questioned if there were extra shirts. Rummel indicated we have extra t-shirts from last year. Peters questioned if we should wear that again at the Weary Traveler's event. Everyone agreed to wear them again.

Golf hole sponsorship for this year's conference with golf cart and lunch is \$400. Zarecki questioned items to give away for the golf outing. Zarecki indicated the poker chips have 2023 on them. Walker noted we could order more without a year. Zarecki volunteered to head up the golf outing and order supplies. She noted if there was anyone else that wanted to help, she would be in favor of that. Fassbender questioned what we spent last year. Latimer indicated we spent approximately \$450 on give aways last year but we have some left over items.

MOTION: To approve payment for a golf hole sponsorship.
(1) Fassbender (2) Muentner
Motion carried unanimously.

Rummel made a motion to spend up to \$500 on items for this year's golf outing.

MOTION: To approve up to \$500 for golf give away items.
(1) Rummel (2) Latimer
Motion carried unanimously.

Peters discussed the Sixth Bugle conference and that the board has been working with Rudy Ruiz on planning. September 24, 25, and 26 in La Crosse. The 24th will be a half day afternoon, all day on the 25th and then half day morning on the 26th. The conference will be at the Radisson in La Crosse. They are planning on an evening event of a pizza river boat cruise. Rummel discussed some of the topics, i.e., Microsoft products, AI, leadership, burnout, etc. Peters indicated she would send out some sponsorship information to the membership to send out to contacts that board members are not already reaching out to. Peters asked Walker and Latimer to discuss last year's conference in Ohio. They indicated it was a great learning experience and there were great speakers. Peters noted to be on the lookout for information on registration. Wenzel asked if the Wisconsin State Fire Chiefs could be a sponsor. Rummel noted that if your department cannot pay for you to go to Chiefs and this conference, then go to this Sixth bugle conference because it's designed for us.

9. OLD BUSINESS

No old business

10. NEW BUSINESS

No new business that wasn't already discussed.

11. UPDATE FROM COMMITTEES

Peters noted that because it is the first meeting of the year, we need to re-evaluate the members of each committee. The board was unsure if Lynn and Carrie wanted to remain on the administrative committee. Due to them not being present, we will leave them alone for now unless they do not want to be on the committee.

- Administrative Committee: Lynn, Carrie
 - No members present
 - No new volunteers
- Fundraising Committee: Kerry, Cher, Taylor
 - Ashley has stepped down from this committee.
 - Latimer noted most activity of this committee is at State Chiefs.
 - Taylor volunteered to take Ashley's position.
 - Latimer wanted to thank everyone that signed up to donate to baskets for the Chief's conference. She noted that right now she has 5 spots of lottery tickets open and 1 grocery gift card spot open. She indicated that she was approved to spend \$250 from the association, however, she only spent \$150 ish last year. She questioned if she could spend \$200 this year. Walker questioned how much to spend in each open spot for the lottery tickets. Latimer indicated that it is totally up to each member to spend whatever they would like and that there is no minimum amount. Peters indicated that we are going to put copies on the basket raffles this year so that we are not worried about securing the items and that the actual give away item will be presented to the winner. Osborne questioned if we just buy lottery tickets and send them to Latimer. Latimer affirmed.

MOTION: To approve Latimer to spend up to \$200 to finish baskets.
(1) Nielson (2) Zarecki
Motion carried unanimously.

- Education Committee: Karley
 - Karley noted that Lana and she met last month with a representative from UW-Green Bay regarding non-degree seeking individuals from organizations. There are options available. She discussed the most sought-after topics based upon the survey results. UWGB would need objectives to focus training for us. Riley questioned if they would do a more specific excel training for us. Karley noted they could do that through their business courses. She noted it is at the rate of \$250/hour. She felt that we could probably get better pricing if we went to someone direct versus going through UWGB.
 - She discussed FLSA training and that she and her chief are attending a webinar from CVMIC soon.
 - She reached out to an attorney regarding HIPAA training. She received a quote back for training for a 2-hour virtual training for \$2,000. Wallmuller indicated she had recently done some research and found NAAC that has a CAPO certification. Leick questioned if we had reached out to CVMIC. Karley indicated that she has, but is still determining if it

would be worthwhile, however, they did seem to redirect her to attorneys. Leick indicated she watched a webinar on social media cyber training, and it was from Lexipol. She found it beneficial and will send us the link.

- Karley and Lana asked about doing a rotational calendar as we seem to keep asking for the same types of topics. Fassbender asked if every 2 years we do Yoga, etc. and have them rotate quarterly instead of continually struggling with topics at each meeting. The suggestion was made to have the 5 or 6 main topics and do just rotate them.
- Karley asked about CPR certification. Walker questioned actual certification or just the training. There were many members that have it offered through their department and that maybe we should just provide the training without the certification. The association felt that it is a less intimidating environment here than with others we don't know.
- Fassbender asked if anyone else that is full of ideas to join in her place as she would like to step down.
- No other members volunteered at this time.
- Karley questioned if she could be involved in the Sixth Bugle conference too. The board agreed to include her in the next meeting.

12. ROUNDTABLE DISCUSSION, IF TIME PERMITS

Roundtable was conducted after the business meeting concluded.

13. SCHEDULE FOR NEXT MEETING

Next meeting will be at State Chief's on Friday, June 21st at the Kalahari in the Wisconsin Dells.

14. ADJOURN

The meeting was adjourned at 11:32 am. Wallmuller motion to adjourn, Osborne second. Motion carried unanimously.

Minutes submitted by Mindy Walker