

**WISCONSIN FIRE SERVICE ADMINISTRATIVE ASSOCIATION  
MEETING MINUTES**

**TUESDAY, MARCH 18, 2025**

**LOCATION: FOND DU LAC FIRE, 815 S MAIN STREET, FOND DU LAC, WI 54935**

The education session with Megan from Compass Communications on Media Relations was held before the meeting.

**1. CALL TO ORDER**

The meeting was called to order at 12:08 pm by President Andrea Peters.

In attendance:

Baxter, Karyn – Stevens Point Fire Department  
Beno, Lynn – Green Bay Fire Department  
Bordeaux, Savannah – Fox Crossing Fire Department  
Duckart, Lacey – Manitowoc Fire & Rescue Department  
Edmonds, Renee – Lake Geneva Fire Department  
Eibs, Amanda – Port Washington Fire Department  
Fassbender, Lana – Beaver Dam Fire Department  
Garrigan, Mindi – Sheboygan Fire Department  
Latimer, Cher – SAFER District  
Leick, Ashley (online) – Janesville Fire Department  
Leslie, Adrienne (online) – Middleton Fire District  
Mueller, Tammy – Grand Chute Fire Department  
Muentner, Lori – Fond du Lac Fire Rescue  
Nielson, Staci – Lake Country Fire & Rescue  
Panzer, Lori – Marshfield Fire and Rescue Department  
Peters, Andrea – Watertown Fire Department  
Riley, Taylor (online) – Janesville Fire Department  
Rummel, Amy (online) – Wauwatosa Fire Department  
Rykowski, Debbie – Beloit Fire Department  
Sonnenburg, Karley – Sheboygan Fire Department  
Walker, Mindy – Wausau Fire Department  
Wallmuller, Kim – Oshkosh Fire Department  
Wenzel, Kerry – North Shore Fire Department  
Williams, Kelly – West Bend Fire Department  
Zarecki, Brittany (online) – Plover Fire Department

**2. PLEDGE OF ALLEGIANCE**

The pledge was led by President Peters.

### **3. INTRODUCTIONS**

Members introduced themselves.

### **4. APPROVAL OF MINUTES FROM PREVIOUS MEETING: NOVEMBER 19, 2024**

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

### **5. ELECTION OF OFFICERS**

- a. President
  - i. There was one nomination for President, Andrea Peters
- b. Treasurer
  - i. There was one nomination for Treasurer, Cher Latimer

Muentner made a motion to close the nominations, second by Wenzel. Considering there was only one nomination for each position, a vote was not needed.

Both nominees accept the nomination and were sworn in by Rykowski as the Administrative Committee Chair.

### **6. TREASURER'S REPORT – CHER LATIMER**

Latimer reviewed the Treasurer's report from 1/1/25-3/14/2025. Latimer noted there was a gap from the previous report to this report but that was due to the annual audit. She will send out those details. Fassbender questioned why the dues were less when paid by square. Latimer indicated it was because of the fees that were paid to Square. Latimer noted that she will note those fees separately from the dues in the future.

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

Latimer discussed the annual audit of the treasurer's report. Latimer noted the 2024 audit was completed by Doty and Mueller. Mueller noted it was very well organized and very easy to audit.

### **7. PRESIDENTS REPORT – ANDREA PETERS**

- a. Fire Chief's Conference Update

Peters noted that we will not be doing the golf outing this year. The Management Company has asked us to work the registration booth from 7am – 12 pm on Friday and 7 am – 8 am on Saturday. She noted that she and Rummel had a meeting with Maiya from the management company to discuss our presence at the conference. Muentner gave a quick overview of our input at the conference for new members. Peters discussed how much the golf outing cost in the past and it was discussed that we actually lost money at the conference last year. Peters questioned whether the

membership still wanted to work in the registration booth and a vendor booth at this year's conference or not. The vendor booth would not cost us any funds. Sonnenburg questioned if we would just work the vendor booth, registration and not fundraise? Peters noted that was correct. Nielson questioned if we were not allowed to fundraise. Peters noted that we could fundraise, but we didn't really need to with not incurring the expense of the golf outing. Peters asked for feedback from the membership. Beno questioned Maiya's response to our presence at the conference. Peters indicated that Maiya noted the places where they would need the most assistance. Rummel noted that Maiya did feel it was beneficial to have us there. Peters noted that if any of our members wanted to assist in stuffing packets, that the management company was going to have a package stuffing day/evening at their office in Wauwatosa on the Tuesday before the conference. Panzer questioned how many members would even go and work or be available to do it. Baxter felt it was important to keep the relationship with the management company. Multiple members indicated they would be fine with coming for the day and working. Rykowski and Nielson indicated that they would be interested in staffing a vendor booth and doing a fundraiser at the booth. Wallmuller questioned if we would be able to fundraise at the education conference. Peters noted that we would not be able to do that.

The members questioned when we would have our meeting. The body discussed Friday afternoon or holding the meeting on Thursday night and some folks could stay and work Friday morning. Wenzel noted we could have an early meeting in June, and it just be virtual. Muentner questioned if Dells Delton would host on Thursday afternoon/evening meeting and then some could stay for Friday. The body agreed that we should look at that option and if Jennings couldn't host, we can look for a restaurant to hold our meeting at. Fassbender questioned if the meeting could be earlier in the afternoon so that members had time to drive back and forth. Sonnenburg questioned if we were going to discuss other conference options. Peters noted that we would.

Peters noted that the State Chiefs are starting an Administrative Professional of the Year Award. She questioned if the members thought this would be a good idea or not. Peters noted that this award will be given out at the Saturday night banquet. She noted that we could ask for this award to be given at another time instead of the Saturday night banquet. Peters indicated she would email the application form out to the body for feedback.

b. Fall Education Conference Update

Peters discussed the spring education conference that numerous members attended. She noted the speakers were great and the networking was wonderful. Everything was hosted at one hotel, so everyone was in the same place instead of spreading out like the State Chief's in the Dells. Peters asked the body if they would be interested in having a Tuesday before the education conference in the fall to have our meeting and speakers and then join the Chief's for the Wednesday leadership meeting. Muentner noted that the Education Association is strictly career full time fire chiefs whereas the State Chief's have both career and volunteer chiefs. Peters noted that recruitment was better at the

Education Conference vs. State Chief's also. Peters noted it was very nice to be recognized at the Education Conference. Muentner noted that she believes sponsorship would be an easier task as some businesses have already reached out about sponsoring. Peters noted that we would be looking to move forward with the October education conference and asked that if any members had feedback, to just email her.

## **8. OLD BUSINESS**

No old business.

## **9. NEW BUSINESS**

No new business.

## **10. UPDATE FROM COMMITTEES**

- Administrative Committee: Debbie
  - Nothing to discuss.
- Fundraising Committee: Kerry, Cher, Taylor
  - Peters noted that we have enough funds to take a year off from fundraising if we desire.
- Education Committee: Staci, Tammy
  - Nielson asked others to join and noted that she would like ideas of training opportunities. Mueller indicated she would join the education committee.
- Conference Committee: Andrea, Kim
  - Discussed above.

## **11. ROUNDTABLE DISCUSSION, IF TIME PERMITS**

Peters noted that she would like to propose a new option instead of roundtable. The Education conference does a "think tank" where you submit a question that you want opinions on ahead of time. All questions are then sent out and everyone can prepare answers or assistance with the question. The body agreed that this would be a great idea and let's try it at the next meeting. Fassbender questioned if we could set it up as a google doc so folks can add points to be brought up. Muentner noted that Chief's submit to her and then she puts it on a google form and the Chief's answer.

## **12. SCHEDULE FOR NEXT MEETING**

To be determined.

## **13. ADJOURN**

The meeting was adjourned at 1:00 pm. Muentner made a motion to adjourn, second by Mueller. Motion carried unanimously.

Minutes submitted by Mindy Walker