

WISCONSIN FIRE SERVICE ADMINISTRATIVE ASSOCIATION

MEETING MINUTES

TUESDAY, OCTOBER 14, 2025

LOCATION: HOLIDAY INN & SUITES – MADISON WEST, 1109 FOURIER DRIVE, MADISON

In attendance at meeting:

Berens, Hailey – South Shore Fire Dept
Bordeaux, Savannah – Fox Crossing Fire Dept
Dalby, Sarah – Burlington Fire Dept
Duckart, Lacey – Manitowoc Fire & Rescue
Eberle, Jenny – Portage Fire Dept
Ellis, Tara – Neenah-Menasha Fire Rescue
Fassbender, Lana – Beaver Dam Fire Dept
Kemen, Rita – Kenosha Fire Dept
Kendall, Kadean – Kenosha Fire Dept
Latimer, Cher – SAFER District
Leick, Ashley – Janesville Fire Dept
Mueller, Tammy – Grand Chute Fire Dept
Muentner, Lori – Fond du Lac Fire Rescue
Nieson, Staci – Lake Country Fire & Rescue
Panzer, Lori – Marshfield Fire & Rescue
Peters, Andrea – Watertown Fire Dept
Riley, Taylor – Janesville Fire Dept
Rummel, Amy – Wauwatosa Fire Dept
Rykowski, Debbie – Beloit Fire Dept
Walker, Mindy – Wausau Fire Dept
Wallmuller, Kim – Oshkosh Fire Dept
Wenzel, Kerry – North Shore Fire Dept
Zillges, Amy – Oshkosh Fire Dept

1. CALL TO ORDER

The meeting was called to order at 3:56 pm by President Andrea Peters.

2. PLEDGE OF ALLEGIANCE

No pledge was conducted.

3. INTRODUCTIONS

No introductions were made.

4. APPROVAL OF MINUTES FROM PREVIOUS MEETING: AUGUST 19, 2025

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

5. TREASURER'S REPORT – CHER LATIMER

Latimer discussed the treasurers report in terms of the regular checking and conference funds. Latimer noted a check for \$1,250 was given to Fish Sticks Comedy and she still needed to pay the conference hotel. Peters asked if we could move the backpacks and lanyards to the regular account instead of the conference account as these items will be reused. Latimer noted she would move that expense.

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

6. PRESIDENTS REPORT – ANDREA PETERS

Peters discussed the conference and whether we wanted to keep one of the business meetings as a meeting at the conference. Committee agreed.

Peters questioned if there was any new business or old business. Rykowski asked if we were planning to do secret santa for Christmas again. Group agreed that they wanted to. Dalby questioned how it worked. Peters explained the google doc with questions on things you like. Names will be drawn and distributed and then you will receive a gift in the mail of about \$25/value. Ashley questioned how the reveal of secret santa was going to happen because she didn't know who her secret santa was from last year. Peters noted she would ask folks to sign their name in the card when sending the gift.

7. OLD BUSINESS

No old business.

8. NEW BUSINESS

Vice President and Secretary elections will be held at our Spring meeting. Nominations will need to be sent the chair of the Administrative Committee (Debbie) 30 days before that meeting. Peters noted that descriptions of the positions are in the bylaws if anyone had any questions. Rummel noted that members could reach out to her if they had any specific questions on the Vice President position. Walker encouraged members to express interest in the Secretary position if there were interested. She would continue if no one was interested, but didn't want members not to express interested due to her interest.

9. UPDATE FROM COMMITTEES

- Administrative Committee: Debbie
 - No update
- Fundraising Committee: Kerry, Cher, Taylor
 - No update

- Education Committee: Staci, Tammy
 - No update
- Conference Committee: Andrea, Kim
 - No update

10. ROUNDTABLE DISCUSSION, IF TIME PERMITS

No roundtable was conducted.

11. SCHEDULE FOR NEXT MEETING

Next meeting will be held on March 24, 2026 at Watertown Fire Department.

12. ADJOURN

The meeting was adjourned at 4:06 pm. Nielson made a motion to adjourn, second by Muentner. Motion carried unanimously.

Minutes submitted by Mindy Walker