WISCONSIN FIRE SERVICE ADMINISTRATIVE ASSOCIATION
MEETING MINUTES
TUESDAY, MARCH 24, 2026
LOCATION: WATERTOWN FIRE DEPT, 621 BERNARD STREET, WATERTOWN, WI 53094

In attendance at meeting:

Name & Department
Baxter, Karyn – Stevens Point Fire Department (online)
Beno, Lynn – Green Bay Metro Fire Department
Blanchette, Megan – Chippewa Falls Fire & EMS (online)
Bordeaux, Savannah – Fox Crossing Fire Department (online)
Duckart, Lacey – Manitowoc Fire & Rescue Department
Eibs, Amanda – Port Washington Fire Department
Ellis, Tara – Neenah-Menasha Fire Rescue
Fassbender, Lana – Beaver Dam Fire Department
Gerritsen, Paula – Oshkosh Fire Department (online)
Latimer, Cher – SAFER District
Leick, Ashley – Janesville Fire Department
Mueller, Tammy – Grand Chute Fire Department
Muentner, Lori – Fond du Lac Fire Rescue
Nielson, Staci – Lake Country Fire & Rescue
Panzer, Lori – Marshfield Fire Department (online)
Peters, Andrea – Watertown Fire Department
Riley, Taylor – Janesville Fire Department
Rummel, Amy – Wauwatosa Fire Department
Rykowski, Debbie – Beloit Fire Department
Walker, Mindy – Wausau Fire Department
Wallmuller, Kim – Oshkosh Fire Department
Williams, Kelly – West Bend Fire Department
Yocum, Laura – Oak Creek Fire Department

1. CALL TO ORDER

The meeting was called to order at 12:53 pm by President Andrea Peters.

2. PLEDGE OF ALLEGIANCE

Pledge of Allegiance was conducted.

3. INTRODUCTIONS

Introductions were conducted.

4. APPROVAL OF MINUTES FROM PREVIOUS MEETING: OCTOBER 14, 2025

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

5. ELECTION OF OFFICERS

a. **VICE PRESIDENT**
   i. There was one nomination for Vice President, Taylor Riley. Fassbender made a motion to close the nominations, second by Latimer. Motion carried unanimously.

b. **SECRETARY**
   i. There was one nomination for Secretary, Mindy Walker. Neilson made a motion to close the nominations, second by Leick. Motion carried unanimously.

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

6. TREASURER'S REPORT – CHER LATIMER

Latimer indicated the report was sent out with the agenda and minutes for this meeting. She reviewed the financials and asked for any questions or concerns. There were none.

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

7. TREASURER'S AUDIT OF 2025

Latimer noted the audit was conducted by Rykowski and Panzer. Nothing out of the ordinary was found. Latimer questioned if there were any questions. Rykowski noted it was very well organized and commended Latimer. Latimer thanked Rykowski and Panzer for taking time to conduct the audit.

MOTION: To approve the Treasurer's audit from 2025
(1) Wallmuller (2) Mueller
Motion carried unanimously.

8. PRESIDENTS REPORT – ANDREA PETERS

Peters noted she did not have much to discuss that was not covered on the agenda already. She confirmed dates for October for the association conference like we did last year in conjunction with the State Chief's Education Conference. Peters questioned the association if we would like something educational on Monday night of the conference with a 9 am start on Tuesday. Association agreed that it would be nice to host something on Monday night since so many members arrived Monday night. Rummel questioned what the dates are. Peters noted they are October 12, 13, and 14th. The 14th would be in conjunction with the Chief's Education association speaker. The 14th would still be a separate cost through the Chief's Education Association, and the 12^{th} and 13^{th} would be our conference. Members questioned the cost of the association conference. Peters noted it would be $100 for members and $125 for non-members as it was last year. Leick noted she has a good sponsor that is willing to do a lot for us, Paul Davis Restoration. Association discussed vendor relationships.

9. OLD BUSINESS

No old business.

10. NEW BUSINESS

Walker discussed Teams vs zoom to save the association the fee of a membership. Association members agreed that Teams was a good use and to save the funds.

11. UPDATE FROM COMMITTEES

- Administrative Committee: Debbie
  - No updates
- Fundraising Committee: Kerry, Cher, Taylor
  - Peters noted that we should discuss if we are doing a fundraiser for State Chief's this year. Peters questioned if we needed a fundraiser. Association members questioned if we should create QR code to go to Venmo for fundraising. Latimer will look into Venmo fees and report back to the association. The association discussed funds raised at previous conferences. Leick questioned setting up a table for fundraising at other events. Peters noted that it would be fine and we discussed options. Association agreed to forgo a fundraiser at State Chief's this year and try the golf outing mentioned by Leick with Paul Davis Restoration. Peters will work with Kim and Maiya and put out a schedule to work at State Chief's in registration and a vendor booth.
- Education Committee: Staci, Tammy
  - Neilson noted Tammy has been working really hard on speakers. Tammy noted she has a lot of speakers lined up, just needs to finalize. May will be Navigating through Change, August will be Active Listening/Assertive Speaking, Plain Language will be virtual in April, and October conference details are still being finalized. Tammy questioned if we should do another survey. Walker noted that it sounded like they have great options right now and wait until we start running low on topics to perform another survey. Association agreed.
- Conference Committee: Andrea, Kim
  - Previously discussed.

12. ROUNDTABLE DISCUSSION, IF TIME PERMITS

No roundtable was conducted.

13. SCHEDULE FOR NEXT MEETING

Next meeting will be held on May 20^{th}, 2026, at Stevens Point Fire Department.

14. ADJOURN

The meeting was adjourned at 1:25pm. Wallmuller made a motion to adjourn, second by Leick. Motion carried unanimously.

Minutes submitted by Mindy Walker