WISCONSIN FIRE SERVICE ADMINISTRATIVE ASSOCIATION
MEETING MINUTES
THURSDAY, AUGUST 6, 2026
LOCATION: OSHKOSH FIRE DEPARTMENT #15, 101 COURT STREET, OSHKOSH, WI. 54901

In attendance at meeting:

Name & Department
Beadle, Angela – Raymond Fire & Rescue Dept. (online)
Beno, Lynn – Green Bay Metro Fire Dept. (online)
Blanchette, Megan – Chippewa Falls Fire & EMS
Duckart, Lacey – Manitowoc Fire & Rescue Dept.
Fassbender, Lana – Beaver Dam Fire Dept.
Garrigan, Mindi – Sheboygan Fire Dept.
Gerritsen, Paula – Oshkosh Fire Dept.
Latimer, Cher – SAFER District
Mueller, Tammy – Grand Chute Fire Dept.
Muentner, Lori – Fond du Lac Fire Rescue
Nielson, Staci – Lake Country Fire & Rescue
Panzer, Lori – Marshfield Fire and Rescue Dept.
Riley, Taylor – Janesville Fire Dept.
Rykowski, Debbie – Beloit Fire Dept.
Sonnenburg, Karley – Sheboygan Fire Dept.
Wallmuller, Kim – Oshkosh Fire Dept.
Wenzel, Kerry – North Shore Fire Dept. (online)
Williams, Kelly – West Bend Fire Dept.
Zillges, Amy – Oshkosh Fire Dept.

1. CALL TO ORDER

The meeting was called to order at 12:57 pm by Vice President Taylor Riley.

2. PLEDGE OF ALLEGIANCE

Pledge of Allegiance was conducted.

3. INTRODUCTIONS

Introductions were not conducted as they were completed at the beginning of the education session.

4. APPROVAL OF MINUTES FROM PREVIOUS MEETING: MAY 20, 2026

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

5. TREASURER'S REPORT – CHER LATIMER

Latimer indicated both reports were 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) Riley (2) Fassbender
Motion carried unanimously.

6. PRESIDENTS REPORT – ANDREA PETERS

Peters was absent and excused.

7. OLD BUSINESS

Latimer discussed our association becoming a 501(c)(6) instead of a 501(c)(3). Peters mentioned the Marquette University has a volunteer legal clinic that helps with small businesses and nonprofits that she was going to get an appointment with; we are waiting for updates. There will be some bylaw changes that need to take place.

Rykowski and Mueller gave a recap on the Chief's Conference.

8. NEW BUSINESS

None.

9. UPDATE FROM COMMITTEES

- Administrative Committee: Debbie
  - None
- Fundraising Committee: Kerry, Cher, Taylor
  - Latimer mentioned that we raised $285.00 at the Chief's Conference. Next year we would ask for monetary donations from the association members for one person to make the baskets instead of having random items and the baskets end up looking mismatched.
  - Riley mentioned that Neenah-Menasha union would be hosting a PFFW golf outing in September of 2027. We could work registration, and they would give us donations for our time, and then a hole where we could possibly fundraise.
- Education Committee: Staci, Tammy
  - Mueller noted there are three speakers and a few back-ups for the October conference.
- Conference Committee: Andrea, Kim
  - Fassbender mentioned sponsorships are starting to come in.
  - Muentner mentioned an update on the October conference starting Monday afternoon with the WFSAA Meeting and a Wellness Activity followed by a presentation from EMS|MC, bring the good, the bad, and the ugly. They are sponsoring a Pizza Buffet in the Hotel Lobby. Tuesday we will have three speakers. Wednesday is the Chief's and Executive Assistants.

10. ROUNDTABLE DISCUSSION, IF TIME PERMITS

Roundtable was conducted.

11. SCHEDULE FOR NEXT MEETING

Next meeting will be held on October 12th, 2026, at 3:00 pm at the WFSAA Fall Conference in Madison – West.

12. ADJOURN

The meeting was adjourned at 1:38 pm. Wallmuller made a motion to adjourn, second by Nielson. Motion carried unanimously.

Minutes submitted by Cher Latimer