



# *Wisconsin Fire Service Administrative Association Meeting Minutes*

**DATE: Thursday, December 8, 2011**

**TIME: Business Meeting 1:00 pm**

**LOCATION: Appleton Fire Department  
Firehouse #6  
4930 N Lightning Drive  
Appleton, WI 54913**

- 1) Call Meeting to Order, President White
  - a) Meeting was called to order by President Angela White
  - b) The following members were in attendance:

Angie White, Sun Prairie Volunteer Fire Dept  
Lorna Whalen, Stevens Point Fire Dept  
Meredith Shelton, Fitchburg Fire Dept  
Barb Glomstad, La Crosse Fire Dept  
Mary Roessler, Middleton Fire District

Sharon Brotchurp, Appleton Fire Dept  
Carol Poklasny, Oshkosh Fire Dept  
Pam Jentz, Town of Menasha Fire Dept  
Debbie Timm, Two Rivers Fire Dept

- 2) Pledge of Allegiance
- 3) Approval of minutes from September 16, 2011 meeting, Meredith Shelton
  - a) A motion was made by Mary Roessler and seconded by Barb Glomstad to approve the September 6, 2011 meeting minutes. Motion passed.
- 4) Treasurer's Report, Diane Yashinsky
  - a) Angie White passed out the Treasurer's report. A motion was made by Carol Poklasny and seconded by Pam Jentz to approve the Treasurer's report. Motion passed.
- 5) Committee Reports:
  - a) Administrative Committee, Lorna Whalen
    - i) Nominations were accepted for President and Vice President
      - (1) A nomination was made by Pam Jentz and seconded by Mary Roessler for Angie White as President.

(2) An automatic nomination was made for Chris Essex as President. Chris Essex chose not to accept the nomination.

(3) A nomination was made by Angie White and seconded by Pam Jentz for Chris Essex as Vice President.

(4) Additional nominations will be accepted until voting at the March meeting.

b) Public Relations Committee, Lorna Whalen

i) No report.

6) Old Business:

a) 2012 Meeting dates

i) Wednesday, March 14 – Neenah-Menasha

(1) Co-hosts – Tara Theisen and Pam Jentz

(2) Fire-related speaker, possibly Dan Gengler from WAFS

ii) Wednesday, June 20 – Wisconsin Dells (WSFCA)

(1) Co-host – Debbie Timm

(2) Chuck Berger, possibly speaker

iii) Friday, September 14 – Fitchburg

(1) Co-host – Angie White

(2) Christi Andringa

iv) Wednesday, November 14 – Portage

(1) Co-host – Lorna Whalen

b) 2012 Fundraising

i) The 2012 quilt will be made up of drawings from WAFS Burn Camp attendees.

(1) The association will implement additional advertising for the quilt raffle.

ii) After discussing other fundraising options, it was decided the quilt raffle would be the only fundraiser for 2012.

c) IFSAP Conference

i) Angie White shared information about the IFSAP Conference, scheduled for April, 2012. The hope is at least three-four members of WFSAA will be able to attend.

## 7) New Business

### a) Update from WSFCA, Angie White

- i) WSFCA will be hosting a Town Hall Chiefs meeting.
- ii) A conference room and hospitality room have been reserved for the business meeting, and additional space will be made available if it's needed.
- iii) Chiefing 101 training will be offered again during the 2012 conference.
- iv) WFSAA members have been invited to attend the closing speaker for the 2012 conference.
- v) A list of requests and needs during the 2012 conference will be prepared at the March WFSAA meeting.

### b) WFSAA Facebook page

- i) Members discussed the benefits of the association establishing a Facebook page:
  - (1) Increased exposure
  - (2) Post meeting dates and locations
  - (3) Provide networking and carpooling opportunities for new members
- ii) It was decided that a Facebook page would be started; board members will have administrative rights and will be able to post as the WFSAA.
- iii) Posts will be no less frequent than updates following quarterly meetings.

### c) Host events open to other administrative professionals

- i) The members discussed the possibility of co-hosting speaking events with other organizations, such as a local Chamber of Commerce or other administrative association. Decision was made to focus energy in 2012 on building the WFSAA membership. Topic may be revisited later in 2012.
- d) A suggestion was made by Pam Jentz for the WFSAA to create an annual report that could be used for communication and advertising purposes.
  - i) Lorna Whalen and Angie White will work on a 2011 report that will be available for review by January 13, 2012 and available for distribution by February 1, 2012.
    - (1) The completed report will be sent out along with a membership application and a copy of the March agenda to prospective members via the WSFCA listserve
    - (2) Ideas for content for the annual report should be forwarded to Lorna and Angie

## 8) Member Spotlight

- a) Meredith Shelton provided a brief description of the Fitchburg Fire Department

9) Open Forum

- a) Angie White will talk to Andrew Bronson about making our page more prominent within the WSFCA Web site
- b) Angie White suggested inviting John O'Leary (Rising Above) for a future speaking engagement
- c) An association member requested a copy of any fee schedules for fire pits
- d) Members discussed EMS billing services they're currently using

10) Door Prizes

- a) Carol Poklasny and Sharon Brotchrup won door prizes

11) Gift Exchange (optional) - \$10 max

12) There being no further business, a motion was made by Carol Poklasny and seconded by Lorna Whalen to adjourn the meeting. Next meeting is scheduled for Wednesday, March 14, 2012, in Neenah-Menasha.