



**DRAFT**  
**Wisconsin State Fire Chief's Association**  
**Board of Directors' Meeting**  
**Minutes**  
**September 21, 2007 – 9:00 am – 3:00 pm**  
**Kalahari Resort, Wisconsin Dells, Wisconsin**

**1.0 Call to Order/Pledge to the Flag/Roll Call:** President Tim Franz called the meeting to order. **Roll Call:** Tim Franz, President; Glenn Linzmeier, 1<sup>st</sup> Vice President; Mark Barnes, 2<sup>nd</sup> Vice President; Brad Liggett, 3<sup>rd</sup> year Trustee; Mark Wickham, 2<sup>nd</sup> Year Trustee; Jack Baus, 1<sup>st</sup> Year Trustee; Jeff Stauber, Sergeant At Arms, Bruce Fuerbringer, Past-President; Jane Svinicki, Kelly Lang, Jenni Rodriguez, Business Office; Tim Kluck, Chair, Golf Outing; Andy Schultz, Local Arrangements Chief.

**1.1 Special Legislative Report**

**1.1.1 Wisconsin Technical College System (WTCS):** Bob Steadman, Greg West, and Marcy Bruflat presented information on the training allocation of \$600,000 provided by the 2% dues. At a September 6, 2007, Wisconsin Joint Advisory Committee of Fire Service Training Annette Sheverson, Kathy Cullen and Dan Clancy (President of Technical College System) announced changes in the usage of the 2% dues. Changes were implemented at the beginning of the fiscal year in June 2007. These changes included, requiring students to pay for textbooks, charging the course non-completers, and reduction in funding.

There was discussion on the developments regarding 2% dues usage. There were two issues defined: communication around decision making and accounting for funds. It was agreed that Fire Service representatives need to be involved in decision-making regarding the 2% dues money. There was discussion on the representatives and effectiveness of the Joint Advisory Committee. There were two action items defined:

**Action:** WSFCA will appoint a taskforce on state training to research the current situation and bring recommendations at the December Board meeting. Members of the taskforce will be Glen Linzmeier and Jack Running.

**Action:** WSFCA will send a letter to Annette Severson about concerns regarding the use of 2% dues by the WTCS. This letter will also be broadcast emailed to members within 30 days. It will also be copied to key legislators.

**2.0 2007 Conference Recap – Tim Franz:** Board members were provided with a report on final attendance counts and the attendee (122) and exhibitors (41) survey comments from the Conference both on-line and hard copy at the meeting. There were many written comments, most of which were favorable.

**2.1 Pins:** Bring back the conference pin for 2008 and have a 2007 conference pin available for members. J. Svinicki will discuss the 2007 pin under the membership report.

**2.2 Program/speakers:** Other suggestions included: PowerPoint presentations on website; more general sessions (less breakouts); better program descriptions in the brochure; have Phil Stittleburg conduct one session for volunteer chiefs and one for paid chiefs; more programs on

management skills for chief officers; certificate for each individual session; repeat some of the more popular sessions; establish a time limit for candidate speeches at the annual business meeting.

**2.3 Meeting Site/Food & Beverage:** The opening session room was too small. Otherwise the conference site (Kalahari Resort) was well received. Having all attendees in the headquarters hotel was a positive. Other suggestions: put menus in the programs and promotion materials; have a hot breakfast each day (Friday and Saturday);

**2.4 Exhibit Area:** Have a longer time-frame for the Friday exhibit reception and have many more food and beverage locations – including passed hors d’oeuvres; let Elite Fire Apparatus give out popcorn; have coffee each morning for exhibitors; continue the exhibitor game; sell next year exhibit locations at the conference;

**2.5 Spouses:** Recruit a spouse(s) to coordinate activities; provide transportation to and from the Broadway Dinner Theater; hold a session for new chief spouses; have more optional activities for spouses; have a spouse package that includes meals (breakfast & lunch) each day.

**2.6 Golf:** Recruit a golf committee; hold a golf banquet on Thursday after the golf.

### **3.0 2008 “80<sup>th</sup>” Conference Planning – Glenn Linzmeier**

**3.1 2008 Conference:** The proposed 2008 schedule was reviewed. It was determined that a Thursday evening reception will be held outdoors at the Zanzibar Hut in the Water park area. The Friday night reception in the exhibit area will be extended and include many food and beverage locations.

**Action:** WSFCA staff will review the schedule with the Kalahari staff prior to the next Board meeting to assess changes for 2008.

**Action:** WSFCA staff will review options for a ‘family night activity’ on Friday evening after the exhibit reception. A magician or suggestion from the Wisconsin Dells Convention and Visitors Bureau will be solicited.

**Action:** A revised schedule will be prepared for the 2008 conference and distributed to the Board.

**Action:** The Relic (band for banquet) will be contracted again for the 2008 conference.

**Action:** Kathy Linzmeier and Marie Barnes will serve as the Spouse Program co-chairs.

**3.2 Golf Outing:** T. Kluck reported on the activities and plans of the WSFCA Golf Committee. J. Svinicki submitted a report on the 2007 golf outing results and 2008 golf outing plans. She said that Trappers Turn is holding the next two (2008 & 2009) golf outing dates for WSFCA. There was discussion on the local courses and cost.

**Motion:** It was moved by G. Linzmeier and seconded by B. Fuerbringer to hold the 2008 & 2009 Golf Outings at Trappers Turn Golf Course in Wisconsin Dells. **Motion passed.**

The Board decided WSFCA would not be including golf hole sponsorships with the Gold, Silver and Bronze packages. Since the golf outing is a fun event/fund raiser for the Burn Camp, all support should be voluntary. Support from the WSFCA Business Office will be:

- Confirm and contract with Trappers for the 2008 & 2009 outing dates.
- Provide the Golf Committee costs for Trappers, and information on 2007 registration fees and hole sponsorship cost to assist the Committee in setting fees.
- Develop a preliminary budget to be reviewed by the Committee
- Develop and include golf outing registration and sponsorship materials with the registration and exhibit mailings.

The Golf Committee will:

- Determine what the outing will charge for golfers, extra banquet and hole sponsorship as part of an overall budget including budgeting a donation to the Burn Camp
- Solicit 18 hole sponsorships by phone calls to WSFCA associate members (after the exhibit mailing or before once the price is set)
- Solicit prizes for the outing with WSFCA associate members and local businesses
- Determine if possible and arrange for a 50/50 raffle with the Lake Delton Fire Department.
- Run the outing including registration on-site (pretty much handled by Trappers), organize and give out golf prizes, door prizes and raffles.

Board Members will assist with hosting duties at Trappers Turn on Thursday morning (would do the same in 2008 (along with members of the Committee).

#### **4.0 President's Report – Tim Franz**

**4.1 WEM Collapse Rescue Team Funding Taskforce:** T. Franz is considering establishing a Taskforce from the WSFCA to address the funding for special teams (Haz Mat/incident management teams). He is seeking a Chair and volunteers from the association. It should be chaired by someone who does not have a special team in their community. Dave Bloom volunteered for the Taskforce. Michael Farenbach was suggested as a Chair for the Taskforce.

**Action:** Staff will send an email blast to call for Taskforce volunteers, requesting the volunteers be individuals not involved with teams.

**4.2 DOJ Report – Tim Franz:** No report.

**4.3 MABAS Update:** Keith Tviet requested WSFCA fund some equipment for MABAS. An evote by the Board of Directors for the purchase will be considered once the information is received.

**4.4 Strategic Plan Implementation:** T. Franz reviewed the March 2007 strategic plan and action item deadlines.

- #1) Increase Legislative Program Effectiveness: Create a Legislative Committee.
- #2) Website Enhancements: staff to report at December 2007 Meeting
- #3) Association and Board Structure: Taskforce on officer and board structure to report at December 2007 meeting; Committee Structure addressed at 9/21/07 meeting
- #4) Increase Membership: Taskforce to evaluate corporate and tiered structure to report at December 2007 meeting; Membership Benefits Taskforce (will report after trial membership campaign in fall 2007).

**4.5 WSFCA Committee Structure/Volunteers:** The roster of 2007-08 Committees was reviewed. It was suggested that Committee meetings be held at the Conference (Friday or Saturday at lunch).

**Action:** Staff will send an Email blast to the membership requesting Committee Volunteers. The strategic plan goals will be assigned to Committees. Committees will be encouraged to meet by conference call prior to the end of the year.

**MOTION:** It was moved by G. Linzmeier and seconded by B. Fuerbringer to move forward with establishing the committee, developing a policy on Committee operations and assign strategic plan implementation to the appropriate Committees. **Motion passed.**

**Action:** A Funeral Detail policy will be drafted (this was not assigned)

**Action:** An Education Committee will be added to investigate adding regional training in 2008.

## **5.0 Treasurer's Report – Jack Running**

**5.1 Year-end 2006-07 Financial Report:** The 2006-07 financial report was distributed. The year had a net gain of \$21,676.

**5.2 Year-to-Date 2007-08 Financial Report:** The 2007-08 year to date financial report was provided. J. Svinicki noted that there was little activity as the fiscal year began 7/1/07.

**MOTION:** It was moved by G. Linzmeier and seconded by M. Barnes to approve the 2006-07 year end f and 2007-08 year to date financial reports. **Motion passed.**

**5.3 Business Office Contract:** J. Svinicki presented a revised contract for the business office. The budget for the business office was approved at the annual business meeting on June 24, 2007.

**MOTION:** It was moved by B. Fuerbringer and seconded by B. Liggett to approve the business contract with Svinicki Association Management, Inc. **Motion passed.**

**Action:** The Business Office contract will be provided to the President and Treasurer for signature.

**5.4 Executive Director Evaluation:** J. Svinicki provided a sample an evaluation form for the business office.

**Action:** The evaluation form will be distributed to the Board of Directors for completion and returned to T. Franz to conduct the review with the Business Office staff.

## **6.0 Business Manager – Jane Svinicki**

**6.1 2008 Sponsorship Program Proposal:** J. Svinicki provided a proposal for the 2008 sponsorship program. The gold sponsorship would remain the same, however the silver and bronze sponsorships would be increased \$250. Undesignated funds on each sponsorship level would then be: gold-\$990 (same as 2007); silver-\$560 (previously-\$310) and bronze-\$229 (previously-\$21)

**MOTION:** It was moved by J. Running and seconded by G. Linzmeier to approve the 2008 sponsorship program as presented. **Motion passed.**

**Action:** The Business Office will mail the promotion for the 2008 sponsorship program by November 1, 2007.

**6.2 2008 Membership Renewal and Promotion:** Membership renewals for 2008 would be sent on November 15, 2007. Members renewing prior to 12/31/07 will receive a 2007 conference pin. A Membership promotion would be sent to all prospects offering a \_ cost (\$37.50) members for 2008 (one time offer-new members only. Ways to expand the prospect list were discussed.

**MOTION:** It was moved by B. Fuerbringer and seconded by G. Linzmeier to approve the membership renewal and promotion program as presented. **Motion passed.**

**6.3 Policy:** Conference Expenses for volunteers and speakers: J. Svinicki presented a proposed policy for conference volunteers. There were two changes, the exhibit area volunteers will be selected by the Conference Chair and the Golf Committee of up to five will receive a free round of golf during the event.

**MOTION:** It was moved by M. Barnes and seconded by M. Wickham that the Policy 610- Conference Support for Board of Directors, Volunteers and Speakers, be approved. **Motion passed.**

**6.4 Change of Accountant (Wegner LLP):** J. Svinicki announced that she was moving the annual tax return to Wegner LLP accounting firm in Madison.

**6.5 Chief's Corner – Bob Langguth (written):** B. Langguth submitted a written report. The 2006-07 WSFCA share of profits from Chief's Corner is \$563.22.

## **7.0 Committee Reports**

**7.1 IAFC – GLD – Jeff Stauber:** J. Stauber reported that Larry Gorud, Fire Chief of Janesville, was sworn in as 1<sup>st</sup> Vice President at the IAFC meeting in Atlanta.

**MOTION:** It was moved by B. Fuerbringer and seconded by J. Running to send Larry Gorud a letter of congratulations. **Motion passed.**

**8.0 Legislative Report - Dave Bloom:** D. Bloom presented an overview of the bills before the state Assembly.

**8.1 AB 333, AB 380, AB57, SB21: MOTION:** It was moved by B. Fuerbringer and seconded by J. Baus to support AB333 and AB380 and oppose AB 57 and SB 21. **Motion passed.**

**8.2 AB 275:** Niles Weborg asked members to contact legislators, including Rep. Bies and other legislators to support this bill. Questions were raised on the coverage and limitations of the bill. D. Bloom asked that questions be emailed to him. He will also discuss the bill with Niles Weborg.

**MOTION:** It was moved by J. Stauber and seconded by M. Barnes to support AB 88 and SB 50. **Motion passed.**

**8.3 Safe Cigarette Legislation:** D. Bloom and P. Christiansen have been working with Phillip Morris on this legislation and it is moving closer to sponsorship.

**8.4 Carbon Monoxide Bill:** This legislation is in drafting and will cover hotels, motels and rental cabins.

**MOTION:** It was moved by M. Barnes and seconded by Jack Running to support the Safe Cigarette and Carbon Monoxide Legislation. **Motion passed.**

**8.5 EMS Funding:** Bloom reported that a study group is being put together to try to find this \$500,000 in the state budget for funding.

**8.6 MABAS in Coalition:** There was discussion on the inclusion of MABAS in the Coalition.

**MOTION:** It was moved by M. Barnes and seconded by J. Stauber to support MABAS to be a member of the Coalition. **Motion passed.**

**8.7 Congressional Fire Service Dinner:** There as discussion on the WSFCA table at the annual Congressional Fire Service Dinner. WSFCA usually purchases a table (\$3,500) and sells tickets to other Wisconsin organizations. Therefore, WSFCA is listed as a sponsor in the program. If this is continued WSFCA will need to budget the funds to support the dinner.

**9.0 Old Business**

**10.0 New Business**

**10.1 Courage to Be Safe Program – Jeff Stauber:** J. Stauber presented information on an Ohio program on fire safety (<http://www.everyonegoeshome.com/resources/>) which could be offered regionally. The program could be conducted over a weekend or during a session a the spring education conference or State Conference.

**10.2 Chemical Safety Program – Glen Linzmeier:** G. Linzmeier reported on contacts from Bruce Speight regarding WISPIRG, a program to reduce the use of dangerous chemicals. Although this program is worthy, it is not part of the WSFCA legislative agenda. B. Speight will be notified that WSFCA cannot provide support for the program.

**10.3 Firefighter Assistance Grants (website)/Wisconsin Fire Service Administration Association (WFSAA)–Glen Linzmeier:** G. Linzmeier suggested that information on grants be included on the WSFCA website. T. Franz attended the WFSAA September meeting and discussed more involvement with the WSFCA convention and spouse program for the Administrative Assistants.

**Action:** J. Svinicki will contact A. White on what type of session the Administrative Assistants would like at the WSFCA State Conference.

**Action:** J. Svinicki will draft a policy on WFSAA participation in the WSFCA State Conference.

**10.4 AAA Fire Safety House – Tim Franz:** AAA will be purchasing a house and giving the first house to the Milwaukee Fire Department. In the future, if AAA continues to purchase and donate fire houses, it should be set-up similar to a grant where applications can be submitted and criteria for selected fire departments established.

**10.5 Policy on Endorsements/Support – Tim Franz:** Tabled until the next meeting.

**11.0 Consent Agenda:** The following items were considered presented as the consent agenda: Minutes of Board meeting Board meeting 6/20/07 and the current membership report.

**MOTION:** It was moved by J. Stauber and seconded by G. Linzmeier to approve the consent agenda. **Motion passed.**

**12.0 Adjourn: MOTION:** It was moved and seconded to adjourn. **Motion passed.**

Respectfully Submitted,  
Jane A. Svinicki, CAE  
Business Manager  
Drafted October 8, 2007

## POLICIES AND PROCEDURES

### Wisconsin State Fire Chiefs Association

**Reference Code:** 610

**Topic:** Conference Support for Board of Directors, **Volunteers and Speakers**

**Adopted by the Board of Directors:**

#### **Board of Directors:**

The WSFCA Board receives the following support for participation in the state conference:

- Complimentary registration for the Thursday pre-conference session
- Wednesday night hotel (Board Members)
- \$50 for one business meeting

There is no mileage or meal reimbursement. There may be a group dinner for the Board on Wednesday evening. Board members are expected to pay the conference registration, the spouse program and are on their own for all other travel expenses.

In addition, the President and 1<sup>st</sup> Vice President shall receive:

- Four nights hotel, mileage and complimentary registration for President
- Four nights hotel, mileage and complimentary registration for serving as conference chair to the 1<sup>st</sup> Vice President

**Volunteers - Exhibit Area:** Two volunteers will be selected by the Conference Chair to assist in the placement of exhibits and trucks and to provide service to the Exhibitors. These two individuals will each receive two nights hotel. The volunteers will be on site during the entire move in and move out of the exhibit area and will be available to assist with the exhibit floor plan in advance of the conference.

#### **Speakers**

As part of the Conference budget and at the discretion of the 1<sup>st</sup> Vice President, all speakers not charging an honorarium will be offered one night's accommodation provided by the organization.

Keynote and general session speakers will be paid travel expenses, and honorarium as required by their contract.

Spouse program speakers will be provided travel expenses and honorarium as necessary and fees charged shall be adequate to cover expenses.

There will be no reimbursement to members of the Golf Committee. Up to five members of the Golf Committee will receive a free round of golf during the outing.