



AFSS North Quarterly Meeting Minutes

October 26, 2018

LOCATION West Sacramento Fire

HOST Lynda Vargas

ATTENDANCE

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| Vargas, Lynda | 1 st Vice President / West Sacramento Fire |
| Parker, Janice | 2 nd Vice President / Sac Regional Fire/EMS Comm Center |
| Mauer, Dominique | Member-at-Large / Modesto Fire |
| Erwin, Valerie | Corresponding Secretary / Cosumnes Fire |
| Burroughs, Christina | El Dorado Hills Fire |
| Collins, Molly | Cosumnes Fire |
| Ervin, Julie | Rocklin Fire (training session only) |
| Kicking, Lori | Sacramento Fire |
| Labrado, Kileigh | Lake Valley Fire (training session only) |
| Lipps, Dana | Sacramento Metro Fire |
| Ross-Filgo, Sallie | South Lake Tahoe Fire |
| Scannell, Meghan | UC Davis Fire (business meeting only) |

WELCOME Fire Chief John Heilmann welcomed attendees

TRAINING *Persuasive Writing*
Presented by Jenny Smith

BUSINESS MEETING

Called to order at 1:03 pm by 1st Vice President Lynda Vargas.

- No adjustments to agenda.
- President's Report (by 1st Vice President Lynda Vargas)
- New Board (sworn in at AFSS Conference in April) assumed roles in July, and there have been several changes since that time. Recording Secretary and Treasurer positions are currently vacant. Sallie Ross-Filgo has stepped into the Historical Committee chair and Molly Collins has taken on the Meeting Host Coordinator position. Committee vacancies are Education and Training Chairperson and Communications Chairperson.
- CalChiefs Report (by 1st Vice President Lynda Vargas)
 - CalChiefs Conference was held the end of September in Sacramento and was very successful. Executive Director Eric Dutton and Heather expressed gratitude to the AFSS North Board who assisted with registration and other duties during the conference.
 - Chief Dutton officially retired from his position as Executive Director effective October 1. Retired Cosumnes Fire Chief Tracey Hansen has been named to this position.
 - Fire Chief Mark Hartwig completed his term as President and has turned the reins over to Fire Chief Jeff Meston (South Lake Tahoe Fire). Chief Edmond Rodriguez (City of Alameda Fire Chief) is President-Elect.



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- The general membership provided direction to the Board to pursue an increase in membership dues in the future. More to follow.
 - Focus for this year will continue to be political advocacy, EMS and 201 rights, and the establishment of a strong relationship with the Governor to ensure the state's fire service is a priority.
 - The CalChiefs annual planning session will be held in January at the Embassy Suites in Sacramento. Plans for this meeting include conducting a SWOT analysis in attempts to develop a 5-year strategic plan. In preparation, AFSS North will conduct a SWOT analysis at the General Membership meeting in December.
- Treasurer's Reports (by 1st Vice President Lynda Vargas)
Paula Forencich has stepped down, creating a vacancy at this position. Reports for July, August, and September have been submitted and are attached here for reference.
- Old Business
 - Vacant Committee Positions (L Vargas)
Seeking interest for Committee Chair positions for 1) Communications and 2) Education and Training. Contact any Board member with any questions and/or to express interest.
- New Business
 - Vacant Board Positions (L Vargas)
Seeking interest for Board positions of 1) Recording Secretary and 2) Treasurer. Contact any Board member with any questions and/or to express interest.
 - Carol Abraham Memorial Scholarship (L Vargas)
The application for 1st time attendees is available on the website; entries are due by December 1 and this will be awarded at the December meeting. Sallie Ross-Filgo agreed to provide a write-up on Carol Abraham to post to the website for future reference.
 - General Membership Scholarship (L Vargas)
This application is also available online and are due by January 1. If enough funds are raised in the December opportunity drawing to allow a scholarship, three random tickets will be drawn at the January E-Board meeting, labeled 1st, 2nd and 3rd, and members will be contacted.
 - Attendance Scholarship (L Vargas)
Each member who attends a regularly scheduled quarterly meeting is eligible and will receive a ticket for each meeting. This drawing will take place at the December meeting.
 - Member of the Year Nominations (L Vargas)
Nomination forms are available on the website and are due November 15. All nominations will be considered by the E-Board and the award will be presented at the December meeting.
 - Charitable Donations (L Vargas)



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Forms to nominate a charitable organization for the quarterly opportunity drawing proceeds are available on the website and are due by November 30 for the quarterly meetings held in 2019.

- o December 2018 Quarterly Training/Meeting (L Vargas)

The next quarterly meeting is scheduled for Friday, December 7, and will be hosted by member Jennifer Weil and Folsom Fire. Training topic is "Verbal Judo." Please bring an unwrapped toy or gift card for the Department's toy drive. Those wishing to participate in an ornament exchange should bring a wrapped ornament. Both the toy drive and ornament exchange are optional.

A suggestion was made to hold a "Christmas in June" event at the quarterly meeting (South Lake Tahoe) and do a White Elephant Gift Exchange.

- Committee Reports

- o ByLaws and SOGs Committee (Jodi Martin)

No report. Lynda has asked that review begin of all SOGs to ensure any needed revisions are addressed.

- o Communications Committee (vacant)

Board is seeking volunteer(s) for this critical committee. This includes the website, Facebook, and Constant Contact.

- o Conference Committee (Joyce Engler and Valerie Erwin)

AFSS South is hosting 2019 conference. It is scheduled for April 30 to May 3 and will be held at the Paso Robles Inn. Those wishing to attend are encouraged to make room reservations now (and no later than March 31) to ensure group rates. Credit card used for deposit will not be charged until approximately 30 days prior to the conference.

- o Education and Training Committee (vacant)

Board is seeking volunteer(s) for this critical committee. Discussion took place regarding the existing Professional Recognition Program (PRP) and the need to either update or revise. Valerie Erwin suggested looking at the International Association of Administrative Professionals (IAAP) designation – Certified Administrative Professional (CAP) as an option. A suggestion was made by Sallie Ross-Filgo to create an Ad Hoc committee to research and provide information and recommendations to general membership at the March 2019 meeting. Volunteers for committee: Dana Lipps, Dominique Mauer, Christina Burroughs, Sallie Ross-Filgo, Valerie Erwin. Valerie Erwin will send out a solicitation to all members for interest in participating on committee.

- o Historical Committee (Sallie Ross-Filgo)

Sallie has set up a new SnapFish account and encourages all to send photos to her. Log in information for another existing SnapFish account has been provided.

- o Nominating Committee (Past President)

No report

- o Legislation (Meghan Scannell)

Meghan provided a report on current and pending legislative issues.



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- Meeting Host Coordinator (Molly Collins)
Molly Collins has agreed to take on this role. We have host agencies for December (Folsom Fire / Jennifer Weil) and June (South Lake Tahoe / Sallie Ross-Filgo). Stacey Copeland had agreed to host the March 2019 meeting at Yocha Dehe Fire but has since left the agency. Meghan Scannell volunteered to contact the Fire Chief and inquire if meeting can still be held there. If not, she is willing to host at UC Davis Fire. Christina Burroughs also volunteered to host a future meeting at El Dorado Hills Fire.
- Membership (Valerie Erwin)
Currently at 95 members. Goal for this year is to have a minimum of 100 members.
- Sunshine (Aleta Cook)
Lynda reports that a new supply of cards and postage has been provided to Aleta. A card of encouragement has been sent to Paula Forencich.
- Ways and Means (Lori Kickinger)
Items are available for purchase at this meeting, including new AFSS challenge coins.
- Identification of Items for Next Meeting
No items noted
- Good of the Order
Lynda reminded everyone of need for volunteers to fill vacancies, along with nominations for Member of the Year, Charitable Donations, and the Carol Abraham Scholarship. Thanks to Jenny Smith for provided the Persuasive Writing training session.
- Meeting adjourned at 2:36 pm.

FUTURE MEETINGS

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|----------------|---------------------------------|-----------------------|
| 11.01.18 | Joint E-Board Meeting | Conference Call |
| 12.07.18 | Quarterly Training / Membership | Folsom Fire |
| 01.11.19 | E-Board Meeting | TBD |
| 02.28.19 | Joint E-Board Meeting | Conference Call |
| 03.15.19 | Quarterly Training / Membership | TBD |
| 04.12.19 | E-Board Meeting | TBD |
| 04.30.19 | Joint E-Board Meeting | AFSS Conference |
| 04.30-05.03.19 | AFSS Annual Conference | Paso Robles Inn |
| 06.21.19 | Quarterly Training / Membership | South Lake Tahoe Fire |

Submitted by:
Valerie Erwin
AFSS North, Corresponding Secretary