



AFSS North

Quarterly Meeting Minutes

Friday, March 17, 2017

Location: Sunnyoaks Fire Station - McCormack Training Center
485 W. Sunnyoaks Avenue, Campbell, CA 95008

Host: Cheryl Roth / Santa Clara County Fire Department

Attendance:

Nancy Tillotson.....1st Vice-President / Vacaville Fire
Lynda VargasRecording Secretary / West Sacramento Fire
Joyce EnglerTreasurer / Truckee Fire District
Janice ParkerMembership Chairman / Sacramento Regional Fire/EMS Com. Center
Valerie ErwinCosumnes Fire Department
Kristyn Bitz.....Cosumnes Fire Department
Susan Kim.....Southern Marin Fire District
Kaitlyn DefantiSan Mateo Fire Department
Sara Roush.....Sacramento Regional Fire/EMS Com. Center
Cheryl Roth.....Santa Clara County Fire Department

BUSINESS MEETING:

- Business Meeting called to order at 12:40 pm
- Introduction of guests, new members and attendees
- Approval of Agenda: March 17, 2017 Quarterly Meeting
Motioned by Susan Kim, 2nd by Joyce Engler, all approved
- Approval of Minutes: September December 2, 2016 Quarterly Meeting
Motioned by Susan Kim, 2nd by Valerie Erwin, all approved

President's Report by Nancy Tillotson

Report on CalChiefs President's forum - Wendy and Nancy attended in January. Training division - how do we get our image and mission out to the general public. New website helps, but training has created a 3-minute intro on their opening page of their website. Would love to see something like that on our website, too. Would need to work with Molly, decide what message we want to deliver and have the speakers rotate. CalChiefs also commented that AT&T is pushing to eliminate land lines. Creates issues for com centers and 911 centers. AT&T is also reaching out to businesses for sponsors of cell towers. Chiefs were asked to consider having a cell tower on their fire stations. Could be a win-win. A large discussion on fireworks and the continuing disposal issue, but also what is considered safe and sane and how they'll approach that since it is a large fundraiser for kids' organizations and non-profits. On Prevention side, expressed concern for tiny houses (don't need to be sprinklered) as well as mobile fueling issues bringing tankers into parking lot for refueling. There will be a new State Fire Marshal in January - Dennis Madsen (Roseville).

Treasurer's Report

January Statement - noted that the conference checking account rollover balance was incorrect because check was changed for Pat Lynch. (Decreased by \$4.99.) She adjusted it so it is correct now. Other accounts were reviewed as well. Still four checks that are outdated. She will void them and re-issue them to have things cleared up before the end of the fiscal year.

February Statement - Board version is posted online. Still fairly fiscally strong. A couple of accounts in red have gone over - some that's because it was only budgeted at \$1. Conference scholarship account had an extra \$300 spent in it because of the Carol Abraham scholarship that allowed for two to be sent instead of one. Offset by the fund balance in the CA scholarship fund. In all of the accounts \$20k in the bank; nice starting fund for the conference account of \$6,933 for 2018 Conference. Nancy received reimbursement for conference expenses of \$79.20, but her bank only paid out the \$79. Joyce is trying to get it straightened out. Nancy will donate the .20 to the fund once it is cleared up.

Preliminary Budget - Still a very rough draft. Made a few changes at the January Board meeting. Still don't know what the raffle proceeds will be for the next few months, so in June will have a better idea of what it should be. Still trying to be fairly conservative and identify what income and expenses we have. Made a few changes to the expenses. Agreed to go with constant contact at \$20/month. May change to \$45 a month for unlimited campaigns. Waiting to hear from South for final decision. Starting January 2017 will begin billing the South (once a year billing instead of monthly). Other slight changes based on need for years of service recognition awards and other minor changes from prior year's budget. Preliminary budget will go to membership for approval in June and final budget in September.

Audit update - still looking for an auditor. Has reached out to Sue (Alameda) and got no response. Asked Wendy to reach out, too. We have four of Joyce's years that still need to be audited and one from the year prior to when she became Treasurer. Cheryl Roth suggested looking into the possibility of getting an auditing intern who might need experience to help.

- December 2016
 - General Fund Balance:.....\$ 7,679.20
 - Conference Account Balance:\$ 6,928.40
 - Business Market Savings Balance:.....\$ 106.26
 - Reserve Account Balance:\$ 6,146.37
 - TOTAL:\$20,860.24
- January 2017
 - General Fund Balance:.....\$ 7,740.00
 - Conference Account Balance:\$ 6,933.39
 - Business Market Savings Balance:.....\$ 106.26
 - Reserve Account Balance:\$ 6,146.53
 - TOTAL:\$20,926.19
- February 2017
 - General Fund Balance:.....\$ 6,996.00
 - Conference Account Balance:\$ 6,933.39
 - Business Market Savings Balance:.....\$ 106.26
 - Reserve Account Balance:\$ 6,146.67
 - TOTAL:\$20,182.33

Old Business

None.

New Business

a. Elections for 17/18 Board

2nd VP - Lynda Vargas

Corresponding Secretary - Susan Kim

Treasurer - Sara Roush

Member at Large - Dana Lipps

Motioned by Valerie Erwin, 2nd by Joyce Engler, all approved.

Recording Secretary - Kristyn Bitz

Motioned by Valerie Erwin, 2nd by Joyce Engler, all approved.

All positions will be effective July 1st.

Open seats for AFSS Committee Chairs

Education & Training - Gina and Tramane have continued to work on our training topics and speakers and would really like someone else to take it over. Valerie expressed interest in taking on the role as committee chair. Gina and Tramane have expressed interest in continuing to help with the conference track. It will be a team effort. Nancy appointed her as the new Committee Chair.

Sunshine Committee - Susan Kim will be focusing more on the historical work in the next year, so if you are interested, or know someone who is, please let us know.

b. Present Revised SOGs, effective March 17, 2017:

In December proposed revisions to the SOGs were presented for the change in the executive board and voting. No other changes have been suggested. The board voted for approval at the January meeting and they are effective today. Because it is a live document online, approved changes can now be made at any time.

c. Adopt Revised Bylaws

Bylaws had to be amended due to the change in the executive board roster, adding the member at large, and allowing the president to vote. The duties of the member at large will be added, along with updated signers. The south has approved the changes. Vote to approve the bylaws as amended so they can be prepared for conference.

Motioned by Susan Kim, 2nd by Cheryl Roth, all approved.

d. Educational Forum - March 2017 / Anaheim

Joyce and Valerie will be co-chairs; while we are at conference, they will be working on the skeleton for our 2018 conference to begin planning as soon as we return.

Scholarship drawings were conducted and the following were awarded:

Meeting attendance drawing - Janice Parker

Budgeted 1st time attendee drawing - Michelle Dehoney.

Budgeted Carol Abraham Scholarship Fund (2) - Dominique Mauer & Susan Kim.

Committee Reports

- a. Bylaws – Joyce Engler
Nothing at this time.
- b. Communications – Mollie Meyer
We are still awaiting a decision from the South on Constant Contact.
- c. Education & Training – Gina Hamilton & Tramane Soberanes
Nothing at this time.
- d. Historical – Jodi Martin & Susan Kim
Nothing at this time.
- e. Legislative – Meghan Scannell
Nothing at this time.
- f. Meeting Host Coordinator – Jodi Martin
Several meetings have been scheduled for the year ahead. June's quarterly meeting will be held at Alameda Fire. September's quarterly training will be held at San Mateo Fire. In December, we are tentatively set to meet at Sac Metro Fire. For the March 2018 meeting Fairfield is combining with Travis AFB, and in June 2018 we'll be going to EVOC again!
- g. Membership – Janice Parker
We have had 4-5 new members that signed up; we are doing really well. Name tags have been ordered for the new members, including some who were previously members and have renewed. The new membership drive begins April 1st, so keep in mind that before the June meeting you can put in your check request and bring your new membership fees to the June meeting.
- h. Sunshine -- Susan Kim
Nothing at this time.
- i. Ways and Means – Lori Gay
Nothing at this time.

Identification of items for next meeting (June 2017)

Susan Kim suggested a survey following quarterly meetings asking if they came, was it useful, if they didn't, why not, training topics they'd like to see, etc. Meetings are already scheduled through June 2018, so we should keep that in mind. Nancy suggested working with Mollie on it.

The survey could provide useful feedback for planning, and sending it out prior to the membership drive may help us gear future training to areas that are most helpful.

Good of the Order

Susan Kim handed out flyers for "Dose of Awareness" - a prescription drug awareness event on March 26, 2017 at Ygnacio Valley Park in Concord. It will be a drop-off location for unwanted and expired medications, as well.

Adjournment: 1:50pm.

Recorded by,

Lynda Vargas

Lynda Vargas
AFSS North, Recording Secretary

Future Meetings

E-Board.....April 14, 2017 (9:00 – 4:00 pm)
SRFECC

Joint E-BoardMarch 28, 2017 (at Educational Forum)

General Membership.....June 16, 2017 (9:00 – 3:00 pm)
Alameda County Fire