



AFSS North Quarterly Meeting Minutes

Friday, June 16, 2017

Location: Alameda County Emergency Operations Center
4985 Broder Boulevard, Dublin, CA 94568

Host: Sue Bornemann / Alameda County Fire

Attendance:

Wendy Crosthwaite.....President / Sacramento Regional Fire/EMS Com. Center
Nancy Tillotson.....1st Vice-President / Vacaville Fire
Lynda VargasRecording Secretary / West Sacramento Fire
Joyce EnglerTreasurer / Truckee Fire
Janice ParkerMembership Chairman / Sacramento Regional Fire/EMS Com. Center
Valerie ErwinCosumnes Fire
Kristyn Bitz.....Cosumnes Fire
Susan Kim.....Southern Marin Fire
Cheryl Roth.....Santa Clara County Fire
Annette StelkSanta Clara County Fire
Leslie Asbury.....South Lake Tahoe Fire
Sallie Ross-FilgoSouth Lake Tahoe Fire
Sue Bornemann.....Alameda County Fire
Rosa DollAlameda County Fire
Michelle DehoneySacramento Metro Fire
Paula ForencichCentral County Fire
Carmen GandaraSacramento Metro Fire
Mollie MeyerSacramento Metro Fire
Morgan JohnsonGlen Ellen Fire
Rebecca Kozak.....Oakland Fire
JoAnne Lewis.....Ross Valley Fire
Jodi MartinRescue Fire
Dominique Maurer.....Modesto Fire
Sharon MulkeenKentfield Fire
Meaghan Pang.....Corte Madera Fire
Kimberly Wilson.....Mill Valley Fire

BUSINESS MEETING:

- Business Meeting called to order at 12:24 pm
- Introduction of guests, new members and attendees
- Approval of Agenda: June 16, 2017 Quarterly Meeting
Motioned by Lynda Vargas, 2nd by Nancy Tillotson, all approved

- Approval of Minutes: March 17, 2017 Quarterly Meeting
Motioned by Lynda Vargas, 2nd by Kimberly Wilson, all approved

President's Report by Wendy Crosthwaite

Valerie Erwin and Joyce Engler have been working hard on conference prep for next April. If you are interested in volunteering to assist the committee, contact Valerie or Joyce. There will be several committees/opportunities to help. Thank you in advance!

Treasurer's Report by Joyce Engler

March Statement - March is the last report available for now. Due to family circumstances, the rest have been delayed, but she will have the final done by September. March is still a healthy budget; everything is in line and where it should be.

Preliminary Budget – Joyce E. handed out copies of the preliminary budget; addressed topics that were discussed at the April E-board meeting. She is waiting to see exactly how much is on the books at the end of the fiscal year. It is not completely balanced, but will be completely dialed in by September's final budget. Nancy T. asked about E-board awards for outgoing members – additionally, we added a board member. Nancy asked if that is currently budgeted as well? No, so it will need to be addressed as Joyce will be leaving office at the end of the upcoming fiscal year. Joyce will add supplemental revenues to that budget.

Motioned by Susan Kim, 2nd by Nancy Tillotson, all approved

- March 2017
 - General Fund Balance:.....\$ 5,969.55
 - Conference Account Balance:\$ 6,933.39
 - Business Market Savings Balance:.....\$ 106.26
 - Reserve Account Balance:\$ 6,146.82
 - TOTAL:\$19,156.03

Old Business

Election Results for 2017/18 Executive Board

President – Nancy Tillotson, Vacaville Fire

1st Vice President – Danette Austin, Higgins Fire

2nd Vice President – Lynda Vargas, West Sacramento Fire

Corresponding Secretary – Susan Kim, Southern Marin Fire District

Recording Secretary – Kristyn Bitz, Cosumnes Fire Department

Once the ByLaws have been officially approved, Dana Lipps will be added as Member at Large. Our newly-elected Treasurer just left her department, so that position is now available. Paula Forencich from Central County Fire is interested in the position. Joyce ha volunteered to stay on board until the position is filled.

AFSS Committee Chair Appointments

Two positions remain open: Sunshine and ByLaws. If you know of anyone who might be interested, please let them know about the vacancies.

New Business

- a. Financial Audits by Sue Beville and Lluvica Altamirano

Both are working on the audits and once they are completed, the information will be presented to general membership.

- b. Member of the Year

Nominated: Gina Hamilton, Mollie Meyer & Tramane Soberanes. Gina and Tramane were nominated as a team for their dedication to our training program, as well as Mollie for all her work on our communications programs (FB, constant contact, website, etc). Mollie selected the Carol Abraham scholarship program for her charitable contribution.

- c. Constant Contact – Package Upgrade

Mollie M. reported that the South voted and approved to move forward with the upgrade; this will offer more capabilities (registration is automatic, etc.) and allow us to do things more often at no additional cost. Joyce E. received an email from Ron Liechti, President - Southern Division, with a contact from AFSS South that wants to work with Mollie M. Joyce E. will share that information with her. South is currently using it for email, but not yet using it for meeting registrations.

- d. ByLaws – Proposed Changes for Northern and Southern Divisions

Joyce E. reported that the North board adopted the new bylaws in March; unfortunately, the South didn't as they still had questions so it has not yet been adopted by them. Therefore, the Member at Large is not an actual board position yet. The Bylaws have to be adopted by the North and South before that position becomes a valid, voting position. The South has requested that the position be "optional" rather than a must-fill. Changes have been made accordingly and are ready to go, but the South is waiting to vote until their board meets again in July, so we will have to re-vote at the July E-Board meeting, then take it to our respective general memberships in September. Expect to see the Bylaws sent out to the general membership after the July meeting and the vote at the September meeting. At that point, Dana will be appointed by the Board to fill the term.

- e. SOGs – Proposed Changes for Northern and Southern Divisions

Joyce E. reported that they are current and in place. One slight revision is being worked on that we will be brought to members in September for approval. She will be stepping down as By Laws and SOG Committee Chair. If you are interested, please let the Board know.

- f. Board Presentations by Incoming AFSS North President, Nancy Tillotson

Nancy presented a plaque of appreciation to Joyce Engler for her service, commitment and dedication as Treasurer 2013-2017. Nancy then presented a plaque to outgoing President Wendy Crosthwaite for her superior leadership and dedication to the organization and Board.

- g. Last Word From Outgoing AFSS North President, Wendy Crosthwaite

Wendy expressed her pleasure and honor at serving as President; now that she's finally comfortable in the position, her time has ended. She has appreciated meeting so many members and she looks forward to moving forward and watching the organization grow.

Committee Reports

Coordinator / Board Liaison

a. Bylaws & SOGs – Joyce Engler / 2nd VP

Nothing at this time.

b. Communications – Mollie Meyer / 1st VP

Website – The new website is www.afssca.org. Susan K. asked if the meeting schedule, etc. is posted on the website. Mollie M. responded that all PDFs are published to the page, and she includes the upcoming meeting dates.

Facebook (Public & Closed Group) – nothing new to report.

Constant Contact – nothing new to report.

c. Conference – Valerie Erwin & Joyce Engler / 1st VP

Valerie E. reported on the progress they've made so far. She announced the conference committee has selected the location for the April 2018 conference and it will be in Santa Cruz at the Dream Inn. They are in the process of negotiating the contract with them now. Rates will be \$149 for the hotel rooms and \$15 per night parking; Wi-Fi is free. We will need to pay for the meeting room space, but we received an amazing rate. The conference committee will start to really get busy now organizing speakers, coming up with topics, etc. If you are interested in helping out, please let her know. Many proposals did not require that we pay for meeting room space; however, in this case, we're taking up all of their meeting room space, but not all of their rooms, so we're paying for the meeting rooms. Food and beverage minimum is \$8,000, the lowest they were able to find. Overall it is a great deal. Because there aren't a lot of rooms in the block (50), as soon as you see the flyer, register. CalChiefs has an early bird registration (rather than a late fee); we may do the same. Once we pay the \$1000 reservation for the rooms, we can begin registration. She will be reserving rooms for our guest speakers first to ensure they will have rooms at the conference location. Carmen has volunteered to do all of the graphics for the conference that will involve a beach theme on everything that is sent out. Save the date should go out next week. One of the concerns (Gina Hamilton made the original inquiry for this site) that came up was that it might not be appropriate for this type of event. While she was hesitant at first due to a lackluster experience there in the past, she was able to make a site visit – they have completed a major remodel since then and it's beautiful. Another huge plus is that all rooms and classrooms have a beach view, too. Looking at a site visit for the committee so everyone can gain an appreciation for the location. Hopefully weather will cooperate so we can have the opening reception out on the deck. If not, we have space inside reserved as well. Please let her know if you have ideas for the sessions or topics that you would like to see presented. If we wind up with too many people attending and need more space, the classroom across the street at the Monterey Bay Research Facility has been made available to us as well.

- d. Education & Training – Valerie Erwin / 1st VP
Nothing at this time.
- e. Historical – Jodi Martin & Susan Kim / 2nd VP
Susan K. reported that she brought to the Executive Board the idea of creating some historical displays on the beginnings of AFSS to display at conference. Hopefully, they'll have something to bring forward to the membership soon for input.
- f. Legislative – Meghan Scannell / President
Nothing at this time.
- g. Meeting Host Coordinator – Jodi Martin / Corresponding Secretary
The next two meetings will be held at San Mateo and then Sac Metro. The topic for San Mateo will be back to basics (CPR for family and friends).
- h. Membership – Janice Parker / 1st VP
Janice P. reported that Nancy T. came up with a new membership form that seems to work really well. Until the new treasurer is elected, registration forms can be sent out via Constant Contact and Joyce E. will get an email notification. Hopefully, this will streamline responsibilities. One caution from Valerie E. was to be prepared for agencies that may need an invoice, particularly for credit card payments. Perhaps Mollie M. can look into whether an invoice can be automatically generated with payment for their records.
- i. Sunshine — Nancy Tillotson / 2nd VP
Nothing at this time.
- j. Ways and Means – Lori Kicking / Treasurer
Nothing at this time.

Identification of items for next meeting (June 2017)

Final budget

By Laws

SOGs

Audits

Kristyn B. will be sworn in at the July E-Board meeting; Treasurer as well.

Dana L. can be sworn in once all voting approvals are in.

Good of the Order

Sallie thanked Rosa and Sue for the wonderful use of their room and the little touches that made this so nice. Also, her Fire Chief, Jeff Meston, has decided to run for President Elect of CalChiefs. She asked us to give a card with his information to our Chiefs at home.

Sue B. acknowledged our treasurer, thanking Joyce E. for the comprehensive detail and structure of her reports.

Dominique M. gave feedback on the last conference - she enjoyed the schedule. We had full days, but not too jam-packed. There was time for decompression, too. She also liked the same

choices for morning and afternoon classes so you could attend all sessions and take everything in.

Kimberly W. commented that she thinks a food and tasting site visit for potential conference sites is a good idea because sometimes the banquet dinners aren't very good. Maybe a visit like this will ensure we have nice meals for conference.

Susan K. commented on the survey for feedback on the last conference. She said there will be a brief questionnaire included with the registration email to allow for feedback from the general membership, including conference feedback. We may use those surveys following our quarterly trainings, as well.

Kimberly W. also made a suggestion that we look at sponsors for the conference. There are a lot of vendors that are trying to get in the door with fire stations and sponsorships might be appealing to them for marketing exposure.

Adjournment: 1:31pm.

Recorded by,

Lynda Vargas

Lynda Vargas
AFSS North, Recording Secretary

Future Meetings

E-Board.....July 14, 2017 (9:00 am – 12:00 pm)
Vacaville Fire

Joint E-BoardAugust 10, 2017 (9:00 am – 10:00 am)
Conference Call Hosted by the South

General Membership.....September 15, 2017 (9:00 – 3:00 pm)
San Mateo Fire

E-Board.....October 13, 2017 (9:00 am – 12:00 pm)
TBD

Joint E-BoardNovember 9, 2017 (9:00 am – 10:00 am)
Conference Call Hosted by the North

General Membership.....December 1, 2017 (9:00 – 3:00 pm)
Sac Metro Fire