



California Fire Chiefs Association
ADMINISTRATIVE FIRE SERVICES SECTION
NORTHERN DIVISION

Minutes
EXECUTIVE BOARD MEETING
Friday • October 22, 2010

LOCATION: UC Davis Fire Department – EOC Policy Room
625 Kleiber Hall Drive
Davis, CA
Host: Meghan Scannell

ATTENDANCE:
Bev Fuchs, President
Sallie Ross-Filgo, 1st VP
Lara Kelley, 2nd VP
Jodi Martin, Treasurer
Crystal Smyth, Corresponding Secretary
Meghan Scannell, Education & Training Committee
Kim Stephens, Education & Training Committee
Attending via webinar & phone:
Shawn Crawford, Conference Committee
Joyce Engler, Past President

1. Call to Order – President Fuchs called the meeting to order at 9:30 am to begin with closed session. 9:50 reconvened to open session and webinar meeting. Meghan Scannell and Kim Stephens organized the webinar and phone conference through "Ready Talk". Welcomed Shawn Crawford and Joyce Engler who joined the meeting via the webinar and conference call.
2. **Additions to Agenda/Approval of Agenda –**
 - A. Add item H. Free Instructor Registration at Quarterly meeting if the Instructor is an AFSS member.
 - B. Add item I. Recording Secretary position

Lara Kelley/Jodi Martni MSC
3. **Approval of Past Minutes – President Fuchs**
 - A. n/a
4. **Treasurer's Report – Treasurer Martin**

Budget to date was provided and there are no problems thus far into the fiscal year. Food costs for the September quarterly meeting have not yet been received.
5. **CFCA Section Chief Report – Chief Hansen**

Chief Hansen could not attend the meeting due to the Roseville Galleria Fire. President Fuchs reported that Chief Hansen is excited to be the liaison for the group and will be at the December Quarterly Meeting



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6. **President's Report – *President Fuchs***

President Fuchs reported that we strive to strengthen our membership and is hoping that more members take the opportunity to step up and participate with committees or on the E-Board.

7. **Business:**

A. General Membership Meeting Minutes – September 17, 2010 –

Jodi Martin and Lara Kelley discussed changes on the minutes. Due to Betty Box's recent resignation from the Recording Secretary position, Lara Kelley will make the changes and the minutes will be distributed to the General Membership for the December Quarterly meeting.

B. 2011 Yearly Planner – *Fuchs*

Yearly Planner provided did not correspond with the dates on the website. President Fuchs will review the dates and redistribute at the December meeting.

C. 2009/10 Audit – *Renee Vetter*

President Fuchs reported that Renee is still working on the audit and has been corresponding with Jodi Martin and Lara Kelley to get all of the appropriate information and any questions answered. She is hoping to have it completed by November 5.

D. Committee Coordinator Positions – *Fuchs*

The Education & Training, Bylaws and Historical committees still do not have coordinators positions. Meghan Scannell asked for more information about the E & T position: It includes quarterly meetings topics and speakers, and working with the Conference coordinator to plan and secure speakers for the conference, and can also coordinate with departments to find speakers who specialize in certain topics. Meghan Scannell decided to step up and take on the Education and Training Committee Coordinator position. Thank you Meghan!

E. Recording Secretary Position – *Fuchs*

(Moved Item I up in the agenda) Betty Box submitted her resignation from the Recording Secretary position. Lara Kelley is taking minutes for this meeting, and Shawn Crawford volunteered to fill the position until April 2011. Unanimous Board approval.

F. Member of the Year Nominees – *Fuchs*

Closed Session

G. Lifetime/Honorary Member Nominees – *Ross-Filgo*

Closed Session

H. Member Service Awards - *Fuchs*

Crystal Smyth has the years of service list and the necessary awards for the 5, 10 & 15 year awards at the December meeting. The 20-year award will be a vase and Crystal will email the wording for review.

I. Free AFSS Instructor Registration at Quarterly Meetings – *Ross-Filgo*

A request was made to waive the quarterly meeting registration fee if the person is an AFSS member instructing the training session at the quarterly meeting. Sallie RossFilgo/Jodi Martin M/S/C



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8. E-Board Committees' Liaison/Coordinator Reports (as needed)

Shawn Crawford reported that the website had links to meeting documents on the dates for the meeting. There are now 3 places on the website to get the information for the meetings, as well as the email notification when they are posted.

Conference Committee is considering site visits in Spring to Monterey and Napa to choose the 2012 conference site.

Joyce Engler reported that she received the signed Bylaws from the South. They are posted on the Website and the hard copy will be sent to the AFSS storage facility at Cal Chiefs.

Education & Training has a new member, Rebecca Kozak, who is working on inviting the Ladies in White to speak at the December Quarterly. It would also be interesting to have Chief Hansen discuss her experience in the Fire Service and as a Fire Chief.

9. Items for March 19, 2009 Quarterly Meeting Agenda – Bev Fuchs The following items were asked to be placed on the agenda:

- Member Service Awards
- Member of the Year
- Toy Drive for Toys for Tots
- Ornament Exchange
- Remind people to bring shirts or department items for raffle prizes
- Swear in Recording Secretary

10. Good of the Order/Roundtable

- Yocha Dehe Fire had a celebration for their recent accreditation that went well.
- Chief Haverty is retiring and his last day is 10/25/10.
- UCD – As of September 1, 2010, the City of Davis and UC Davis Fire merged their administrative operations. Kim Stephens and Meghan Scannell are part of the FPB unit under Support Services. They are hopeful that their AFSS participation can continue.
- Thanked Meghan Scannell and Kim Stephens for hosting the meeting and setting up the webinar and phone conferencing. It seemed to work well and we look forward to comments from those who joined the meeting remotely.

11. Adjournment 11:52 am