



**California Fire Chiefs Association  
ADMINISTRATIVE FIRE SERVICES SECTION  
NORTHERN DIVISION**

**Minutes  
General Membership Meeting  
March 21, 2008**

**LOCATION:** Fairfield Fire Department  
1200 Kentucky Avenue  
Fairfield, CA

**HOSTED BY:** Fire Chief Michael Smith and Kathryn Meredith

**ATTENDANCE:**

Abraham, Carol	Barnett, Tammy
Beville, Susan	Craft, Katrina
Crawford, Shawn	Engler, Joyce
Fuchs, Beverly	Harlow, Linda
Heymans, Donna	Holmstrom, Shari
Hoover, Linda	Kellogg, Patti
Libeck, Kim	Lopez, Susie
Meredith, Kathryn	Scannell, Meghan
Stephens, Kim	Tuvell, Susan
Vink, Melissa	

- I. Call To Order:** President Joyce Engler called the meeting to order at 10:27 a.m.
- II. Flag Salute:** Chief Smith led the membership in the flag salute.
- III. Welcome/Introductions/Guest/New Members.** President Engler welcomed everyone and asked that first time attendees stand and introduce themselves.
- IV. Training Session:** "Terrorism" was presented by Deputy Director Mike Sena of California Department of Justice and Intelligence Officer A/Lt. Shane Francisco of San Francisco Fire Department. They spoke of the role of Terrorism Liaison Officers and the need to have these officers in both police and fire departments. They offered information and contact numbers for those interested in finding out about training of Liaison Officers in their areas.
- V. Committee Reports:** Budget – Lara Kelley (absent) In Lara's absence she asked that a letter be read to summarize the 2003/2005 and 2005/2007 audits. Comments included that all documents prepared by Sue Beville. Records have been well maintained. Annual reviews are recommended. 2008/2009 preliminary budget is currently posted on website for review. Any questions or concerns please email Lara direct.

Shari Holmstrom stated that a great job was done by Lara with the audit and that her hard work is recognized. Additional members are invited to assist on her committee.

**Education and Training** – Carol Abraham, Linda Harlow, Linda Hoover and Shari Holmstrom. Carol spoke on the fact that their committee began with 16 members and is now down to 4. Each gave a summary of how the committee has evolved over the years. There is now a need to recruit additional members onto this committee. Retirement is expected among the chairs within 3-5 years and we need to keep this very integral committee operating. They also welcome suggested topics that members would like to have presented at the meetings. Feedback is much needed. A great accomplishment of the committee is the development of the PRP program. This has been a proud accomplishment developed with the assistance of Ronny Coleman and has evolved with a second level now being offered.

**Membership** – Donna Heymans gave a membership summary. We currently have 175 due paying members. Recruitment brochure needs updating perhaps due one brochure in conjunction with the South. New lapel pin will be discussed today at the committee breakout meeting.

**Committee Meetings:** Colored tickets were distributed at the beginning of the meeting. From this committees broke out and, dependent on color, all members were invited to sit in on a committee meeting.

## **VI. Business Meeting**

Additions to Agenda / Approval of Agenda. Add Presentation Item O. Recording Secretary and K. Ways and Means. Shawn Crawford and Susan Tuvell M/S/C

Interest in Recording Secretary – President Engler spoke of the need to fill the upcoming vacancy for Recording Secretary. She asked that anyone interested please contact her. Kim Libeck is unable to accept the position as intended due to her departmental budget cuts. Due to budget cuts she is pursuing job opportunities outside her department and will more than likely be unable to continue in the Fire service section. Kim spoke and thanked the association for their support.

### **1. Consent Agenda**

#### **A. Minutes:**

1. Minutes from Quarterly General Membership Minutes June 15, 2007 – previously approved.
2. Quarterly General Membership Meeting Minutes December 7, 2007. Approved - Susie Lopez/Carol Abraham M/S/C

#### **B. Treasurer's Report n/a**

#### **C. Correspondence Report n/a**

2. California Fire Chiefs Association – Section Chief Report – Chief Smith stated that he is retiring in April. This will be his last attendance at our quarterly meetings.
3. President's Report - President Joyce Engler. Joyce spoke of the need for the development of a strategic plan for our division. We also need to focus on encouraging membership/participation etc...

4. Non-Profit Status – Beville John Malmquist suggested we stay with Cal Chief's tax I.D. number. It would take 10 years to recoup the cost of acquiring the 501C3 status. Large donations are the only drawback. We currently cannot give the contributor the ability to register their donation as a tax write off.
5. Presentation Items
- A. Minutes Executive Board Meeting January 11, 2008 – For Review. Fuchs
  - B. Bi-Annual Audit Report 2003/2005 - Kelley (absent) Audit results were posted on the website. Thanks to Shari Holmstrom and Dora for recommendations. Shari recommends we continue to use the checklist that has been utilized for this audit. Annual audits will be performed beginning the end of this year.
  - C. Bi-Annual Audit Report 2005/2007 - Kelley (absent) – Great job to Lara from all.
  - D. Proposed 2008/2009 Budget – Kelley
    - Preliminary Budget – Increase revenue from \$9500 – to \$15,400. Proposed Increases:
    - EBoard Meetings: Provide funding for the cost of breakfast and lunch. Membership drive,
    - CFCA meeting to attend strategic meeting and annual conference (travel and expense);
    - Sunshine Committee requesting funds to restock supplies (cards, postage, pre-linked address stamp, etc...).
    - Shari Holmstrom suggested a scholarship fund be seeded to help members attend meetings that, due to financial hardship within their organization, may not be able to attend. An application process would need to be developed.
    - Conference Account: Any left over funds in the account at the end of the conference are not split between the northern and southern divisions. There are now two separate checking accounts for the annual conference. One for Northern Division and one for Southern Division. These accounts are maintained separately.
    - Conference Site Selection: \$1300 has currently been expended for site selection for next year's conference. It was discussed that the funds should come from General Fund. Guidelines need to be established for site selection. It was recommended that we add a site selection line item in the budget every other year. EBoard should discuss this at next meeting. Increase annual budget for conference to \$3000- or a total of \$5000 (which \$2000 is seed money and is paid back). \$3000 would be one-time expense money. Training and education would consider contributing to the cost of the annual conference speaker based on the annual expended amount for quarterly speakers.
    - Proposed Preliminary Budget Amendments:  
Add line items for 08/09:
      - 1) Add \$3000 for conference expense
      - 2.) Add \$1750 for CFCA dues

Budget approved as amended. Sheri Holmstrom/Shawn Crawford M/S/C

- E. Revised Bylaws – Erwin (absent) Susan Tuvell presented changes – Lifetime members should be allowed voting rights. Verbiage is in development. This will be added to EBoard agenda.
- F. Revised SOG's – Erwin (absent) Conference Coordinator regarding coordinator should not be paying conference fee;
- G. AFSS Brochure – Susan Tuvell Discussing to see if North/South should have a combined brochure. Membership should be updated; testimonials should be updated. This brochure could be included in CalChief's annual conference packet.
- H. 2009 Conference – Crawford – SEE ABOVE Down to 2 selections. Tentative - San Jose April 21 – 24 ; or Monterey May 4-8.
- I. Sunshine Committee's Request of Information – Birthday date request – will send out a request via the message board - Fuchs
- J. Legislative Task Force Update – Osby (Absent) No Update Will be looking for a new representative.
- K. Ways and Means Items – Engler – Maria Capraun has stepped down. Looking for ideas for this committee. Add items such as blanket, water bottle, polo shirt, etc. Shawn Crawford will research cost of fleece blanket in time for conference. Holmstrom/Hoover M/S/C to purchase blanket if cost is under \$15.
- L. Lapel Pins – President Engler's vendor was \$3.85ea per pin for 200; Donna Heyman located a vendor for 250 - \$2.24 (smaller); 500 - \$1.40 ea. All new members would be given a new pin. \$750 Linda Harlow/Crawford M/S/C to purchase.
- M. Training Officers Symposium sent \$1500 to our division for our registration support.
- N. AFSS North E-Board Meeting April 11, 2008, Sacramento – Engler Conference Committee Selection (Date change based on travel to annual conference.)
- O. AFSS Joint E-Board Meeting April 21, 2008, Anaheim – Engler
- P. New Tax ID number = Treasurer Beville stated that there is a need for guidance with completing tax forms this year. Anyone interested in helping, please contact her. Tammy Barnett has offered to help research coordinate.
- Q. Agenda Items for June meeting at Consumnes – Conference Committee will be the spotlight Committee for the June meeting.

## **VII. Good of the Order/Roundtable –**

- **Firehouse Users Group Conference-** Megan Scannell/UCD reported that there is a networking and collaborating meeting that will be held April 3 @ UCD Fire Bay at 9:30 a.m.
- Susan Tuvell handed out copies of annual report.

**Next Meeting:** June 20, 2008 – Cosumnes Fire Department

**Adjournment:** 3:15 Crawford/Lopez/ MSC

*Respectfully Submitted by Beverly Fuchs, Folsom Fire Department*