



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

**Minutes
Executive Board Meeting
October 26, 2007**

Location: Sacramento Metropolitan Fire District
2101 Hurley Way, Room 117
Sacramento, California

Attendees:

Crawford, Shawn	Engler, Joyce
Fuchs, Beverly	Erwin, Valerie
Kelley, Lara	Lopez, Susie
Ross, Sallie	Smith, Michael
Tuvell, Susan	

Call To Order: President Engler called the meeting to order at 9:50 a.m.

Additions to/Approval of Agenda: Motion to Approve by Susan Tuvell/Sallie Ross M/S/C

Approval of Past Minutes:

A. Executive Board Minutes – August 3, 2007 presented. Correction Noted for Page 4 – Sandy Sanders (not Roberts) suggested Silomar. Approved with noted correction. Bev Fuchs/Susan Tuvell M/S/C

Treasurer's Report: Treasurer Beville (Absent) Report was previously distributed via email for review.

CFCA Section Chief Report: Chief Smith – No report

President's Report: Susan Tuvell, Joyce Engler and Shawn Crawford attended CalChiefs in Riverside. Dr. Dale Henry was a great motivational speaker. He spoke on putting service back into fire service. Sallie Ross will communicate this name to education committee for conference consideration.

Unfinished Business

- A. Nominating Committee
 - 1. Board Positions up for election – Susan Tuvell has accepted renomination for first VP; Tammy Barnett (Bergstrand) has accepted nomination for 2nd VP; Kim Libeck/Clovis has accepted the nomination for Recording Secretary. The General Membership will vote on these positions at the December Quarterly and if voted in they will take office at the Annual Conference in April. Floor nominations will be taken at December quarterly meeting for vacant Board positions.

2. Vacant Meeting Coordinator position – Delores Jacquez from East Bay Regional Park – has expressed interest. Sallie Ross has expressed interest as Sunshine Committee chair. These vacancies will be posted.
- B. AFSS Lapel Pins – President Engler discussed the new lapel pins for new members as well as existing members. Shawn Crawford inquired – If we do not need a design different from the South, perhaps we could go with their current vendor and pricing. If we ordered a quantity of 500 – perhaps we could share with the South. **President Engler will contact Sylvia Diaz to see if they have any interest.**
- C. Bi-Annual Audit – Lara Kelley submitted a drafted audit overview for review. Lara has arranged to meet Sue Beville to pick up the transfer of documents. Once received, she will follow the checklist and review the documentation. Documentation will be reviewed back to 2003. Board members stated that the presented outline looked very thorough – nicely done.
- D. Tax ID / Non-profit Status – Beville (absent) VP Tuvell provided update – Sue Beville is working with Lisa LeCates on status. No report at this time.

New Business

- A. Member of the Year – President Engler presented the nominations. The Board made a decision. Announcement will be made at December meeting. **President Engler will order plaque. Shawn Crawford will forward the current format.** Suggestion was made that AFSS logo should be incorporated into design.
- B. Lifetime/Honorary Member Nominees – President Engler stated that four nominees were received. Karen Franssen's name has been rescinded due to the fact that she is currently an active member and is working for Tracy Rural. Therefore, she does not qualify. The remaining three names are: Barbara Safford (Sac Metro) – all agreed; Polly Fry (Pacific Grove) – all agreed; Nancy Roberts (Novato Fire) – all agreed. These will be presented in December. **Corresponding Secretary will notify nominees to attend quarterly meeting.**
- C. Member Service Awards – VP Tuvell noted that we will have 5, 10 & 15 yr awards; seventeen – 5 year awards; six – 10 year awards; and four – 15 year awards. Corresponding Secretary Susie Lopez has clocks and paperweights. We are in need of more plaques to replenish stock. Attendance will be encouraged for those receiving awards. **Susie Lopez will send out letters.**
- D. Bylaws and SOG Updates – VP Tuvell reported Bylaw language will be changed in relation to voting rights of retired members. Valerie Erwin will complete the form for submission. It will then be presented to Board. Bylaws should also have language stricken regarding the absence of Recording Secretary and stating who is responsible for minutes in her absence. It was agreed that we should remove it from the Bylaws and address it in the SOG's. Each division can then make their own determination.
- E. Future AFSS-ND Conference Funding – President Engler stated that alternative funding ventures are being explored. One item being explored is a blanket donation (\$2000) from general fund should be deposited as seed money with no payback requirement. This will create a designated budgetary line item and will then appear on the expense report. Chief Smith agreed.

- F. Travel Reimbursement SOG – Current SOG language addresses driving vs. flying reimbursement.
- G. 2008 Yearly Planner – Meeting Coordinator should make contact soon with upcoming quarterly meeting hostesses to ensure there aren't any event conflicts with these pre-scheduled dates. Hotlinks Newsletter is a great tool to advertise and encourage attendance.

E-Board Committees' Liaison/Coordinator Reports:

- A. Sunshine Committee/Meeting Coordinator: VP Sallie Ross reported that Delores Jacquez is interested in resigning from Sunshine Committee and taking on Meeting Coordinator.
- B. Education & Training: Carol Abraham provided update to VP Ross – Lack of membership participation is a concern. Education and Training Committee really wants to encourage participation due to upcoming anticipated retirement of current chair members. They would like to publish a letter in the next Hotlinks Newsletter. To encourage participation at meetings Valerie Erwin suggested a color code be handed out to those not currently on a committee. During the meetings, when committees meet – a color would be assigned to them and those holding that color would be invited to sit in on that committee's meeting. This would give them insight into the committee's activities. (Susie Lopez will develop color scheme idea for March 08 meeting.) If committees meet outside of our meeting dates they should still provide representation to provide update to the board at quarterly meetings. For better exposure, it was suggested that we break out our existing 9 committees and provide a brief (5 minute) presentation. This could be done by 3 committees at each of the first 3 quarterly meetings. (December meeting is for annual awards.) The chair person or representative would introduce themselves and their projects/progress. This would bring attention to their activities and encourage participation.

A suggestion was made to rearrange agenda so committee reports are held first and training is second. President Engler will restructure 2008 agendas accordingly. Suggestion of limiting the time for business meeting and anything not completed could be continued to the next scheduled meeting. Timelines - maximum 1 hour for Business and 2 hours for Training. Also, instead of 10:00-3:00 we could condense to 9:30 – 12:30 (lunch and drawing would follow) for our quarterly meetings. Therefore, attendees would not have to request a full day for attending.

- C. Membership: VP Tuvell provided update from Donna Heymans: Twenty-six members have still not renewed their membership.
- D. Legislative Task Force – **President Engler will make contact to see that we have representation at the next Task Force meeting.**
- E. 2009 Conference - Shawn Crawford talked about Hotel Planner.com which assisted her in the hotel proposal process. No response from Monterey; Napa – no response; San Jose – several responses. No site visits have yet been scheduled. The following is a brief breakout of proposed pricing: Holiday Inn (includes shuttle) \$129; Holiday Inn Express \$139;

Biltmore \$139; and Embassy Suites \$189. Holiday Inn – Silicon Valley was the most attractive with incentives that include – continental breakfast; complimentary shuttle; and an available shuttle to nearby attractions. Winchester Mystery House was a suggested evening out. Shawn Crawford asked if AFSS would be willing to pay for one room (2 nights) if the hotel comps one room so she and Susan Tuvell (or another member) could compare facilities and hotel customer relations. The two hotels being considered are San Jose - Holiday Inn and Holiday Inn Express. Sallie suggested Marriott brand of hotels (Courtyard). It was agreed that AFSS will pay expenses for one room at two different hotels. Susie Lopez; Joyce Engler M/S/C

Items for December 7, 2007 Quarterly Meeting Agenda – Susie Lopez will send out reminders to invite members. Items to be included are: Board Position Voting; Drawings; and Awards

It was discussed that **SOG** language should be added noting that Conference Committee Coordinator should be exempt from paying for attendance to the annual conference that she is coordinating. **Shawn Crawford will draft language and send it to Valerie Erwin.**

It was stated for clarification that the Audit Committee is actually a part of the Budget Committee. Lara Kelley stated that she is interested in working with Dora Ramirez on the Budget Committee.

Good of the Order/Roundtable – Nothing to Report

Adjournment: President Engler adjourned the meeting at 1:20 pm. Susan Tuvell/Susie Lopez M/S/C

Respectfully Submitted by Beverly Fuchs, Recording Secretary, City of Folsom Fire Department