



**California Fire Chief Association
AFSS Northern Division
Quarterly Meeting Minutes
Friday, June 18, 2010
10:00 AM**

Truckee Fire Protection District - Station 92
11473 Donner Pass Road
Truckee, CA 96161
AFSS Host: Joyce Engler

Attendees:	Betty Box	Novato Fire District
	Bev Fuchs	Folsom Fire
	Crystal Smyth	Yocha Dehe Fire Department
	Donna Heymans	Rodeo Hercules Fire Protection District
	Gail Fullerton	Lake Valley FPD, Retired
	Jodi Martin	Rescue Fire Protection District
	Joyce Engler	Truckee Fire Protection District
	Kim Stephens	UC Davis Fire Department
	Lara Kelley	Sacramento Metropolitan Fire District
	Leona Allen	Lake Valley FPD
	Linda Benson	Lifetime Member
	Linda Hoover	Lodi Fire Department
	Lorenzo Gigliotti	Fire Chief South Lake Tahoe FD
	Meghan Scannell	UC Davis Fire Department
	Sallie Ross-Filgo	South Lake Tahoe Fire Department
	Shari Holmstrom	Georgetown Fire
	Shawn Crawford	Meeks Bay Fire
	Susan Kim	Southern Marin Fire
	Tammy Barnett	California Fire Chiefs Association

Membership was welcomed by Truckee Battalion Chief Gary Botto

1. Additions to Agenda
Amended. Motion/Second Bev Fuchs/Kim Stephens. Approved
2. Consent Agenda
Amended. Motion/Second Shari Holmstrom/Linda Hoover. Approved
3. Minutes - Quarterly General Membership Meeting March 19, 2010
Motion/Engler; Second/Fuchs Approved.

4. Treasurer's Report

Treasurer Jodi Martin presented current financial reports. She that she has received an invoice from Watsonville fire for the September quarterly meeting, the receipt was paid putting the line item over budget by \$200. She informed the membership that the 2009 tax returns have been filed and the accountant is working on non-profit status

5. Reports:

A. CFCA Section Chief Report – Chief Dan Haverty – Absent – No Report

B. President's Report - President Joyce Engler

President Engler reported that the SOG's have been updated and approved by the Executive Board. The intent is to post them online upon completion of the organizational charts.

President Engler announced that due to unforeseen circumstances that have recently arisen she feels that she must resign as President. She stated that his was a very difficult decision and will stay as active issues and time allow. Bev Fuchs stated that she is willing to fulfill the commitment for the remainder of the current term as President if Chief Haverty and her Department support her acceptance. South Lake Tahoe Fire Chief Lorenzo Gigliotti offered his support of Sallie Ross-Filgo as First Vice President. Sallie stated that she would be willing to accept the position of 1st Vice Present contingent on Bev's acceptance of position of President.

6. Spotlight on Committees:

A. Education & Training

Kim Stephens and Meghan Scannell, Education and Training – UC Davis Fire, gave an in-depth Power Point presentation on the Education Committee and goals for the PRP. Direct any questions regarding the presentation and/or training suggestions to Kim Stephens. Meghan will make the PRP binder templates she created available on AFSS website for all members to utilize.

B. Ways and Means

Crystal Smyth reported for Susie Lopez stating there is a surplus of items from last conference.

C. Membership

Donna Heymans reported that she has begun the new fiscal years membership drive. Currently there are 180 members, 6 of which are new (90 are paid, 90 are yet unpaid). She has mailed brochures to 600 non-member agencies and will send out invoices to current/past members. She will call members who don't respond and ask if they plan on renewing. If not renewed the member will be move to the non-member list. If they respond and say payment is forthcoming, currently they remain on the active list. Last year members remained active with benefits for a year. This year non-paying members will be moved to non-member status. Members are more likely to renew and retain membership if information on website is current, updated, and relevant. Non-paid members currently continue to get emails, however this will not happen this year. Shawn Crawford suggested that Education and Training Committee continue emailing links. (When sending Shawn links, be sure to include a statement describing what you want to say to communicate to members.)

7. Presentations

- A. Corresponding Secretary for 2010-2011 Term – *Joyce Engler*
Crystal Smyth expressed interest and has permission from her department to accept this position.
Nomination motion/second Kim Stevens/Bev Fuchs. Approved
- B. 2010/2011 Budget – *Jodi Martin*
Jodi distributed budget with some changes – tax filing added prep
Joyce Engler stated that she wanted to paint a clearer picture of revenue and expenses so she developed a sample budget packet detailing the breakdown of each budgeted item identifying what built the budgeted amount. The budget should be balanced and reflect a reserve account. In addition, the membership had decided to expend the remaining bank balance funds as incentives for the membership. This is noted as well.
- C. After discussion it was decided that the budget would not be adopted today. Direction was given to the Executive Board to re-work the budget and bring it back in September for review and adoption.
- D. Conference Registration Cost Reduction Incentive – *Shawn Crawford*
Shawn Crawford, Conference Coordinator, discussed iGive iSearch option for members to raise funds for their organization to offset their conference registration. Should you need details, please contact Shawn directly.
- E. Spotlight on Committees – Chosen for September 2010 General Membership Meeting
Sunshine Committee: Ross-Filgo/Crawford
Meeting Coordinator: Jacquez
- F. Registration at Cal Chiefs Conference – *Joyce Engler*
Conference Dates are September 20 thru 22. Sue Beville and Shawn Crawford expressed interest in assisting registration. Jodi Martin expressed interest as back up.
- G. Member Participation Drawing/Conference Registration - Drawing for Free Conference Registration:
Crystal Smyth was drawn.
- H. AFSS North E-Board Meeting July 23, 2010 will be held in Folsom. Forward any agenda items to Beverly Fuchs.
- I. Ad Hoc Committee: Membership Skills Database – Phoenicia Thomas and Susan Kim
Susan Kim reported that there have been a few conference calls between the committee and they will develop an on-line survey using Survey Monkey. She stated that the committee anticipates providing survey questions by August 1 to both Executive Boards. The survey will ask members if they have specific skills or software knowledge that they are willing to share. This will then enable committee to compile a skills database. The database will possibly encourage our members to share their skills with other AFSS members. The committee will meet again on June 30.

8. Roundtable

- A. UC Davis: Megan Scannell discussed State Trauma Advisory Board – they want someone with passion for EMS. Chief Gilbert stated they are looking for participation to represent Cal Chiefs. Megan reported that UC Davis' Fire Chief, Joe Perry, has retired. UC Davis is also looking at consolidation with City of Davis Fire Department.
- B. Grass Valley Fire: Linda Benson reported that the City of Grass Valley Fire took delivery of new ladder truck. City of Grass Valley and Nevada City have received permission to proceed with a JPA to provide service to their communities. It will be a functional merger, not a true consolidation.
- C. YOCHA DEHE - Crystal Smyth reported that Yocha Dehe Fire Department has met requirements and is being recommended for accreditation.
- D. FOLSOM – Bev Fuchs reported that Folsom has applied for a grant for a live burn mobile fire training trailer (to be a shared resource with Sac Metro FD, Sac City FD, and Cosumnes CSD).

9. Installation of Executive Board Members for 2010-2011: Chief Gilbert swore incoming: First Vice President Beverly Fuchs, Second Vice President Lara Kelley, Recording Secretary Betty Box and Corresponding Secretary Crystal Smyth.

10. Training Session: California Fire Chiefs Association President Sheldon Gilbert spoke on “Role of Administrative Support in the Fire Service and AFSS’ Role in CFCA

11. Next Meeting - September 17, 2010 – San Ramon Valley Fire

12. Adjournment 3:45