



ADMINISTRATIVE FIRE SERVICES SECTION • SOUTHERN DIVISION

## Executive Meeting Minutes November 5, 2009

### **AFSS Executive Board Meeting Minutes**

*November 5, 2009  
Riverside, California  
4:00 p.m.*

#### **Board Members Present**

Christine Flores – President  
Valerie Nellis – 2nd Vice-President  
Darilyn O’Dell – Recording Secretary  
Karen McCoy – Corresponding Secretary  
Renaë Rasmussen – Treasurer

#### **Board Members Absent**

Becky Timmers – 1st Vice-President  
Chief Michael Antonucci – Liaison Chief

- A. **Call to Order** – President Flores called the meeting to order at 4:10 p.m.
- B. **Additions to the Agenda** – Items Q and T were added to the agenda.
- C. **Meeting Decorum** – President Flores stressed the importance of the need for Board Members to have their opinions heard. Board members need to be mindful not to talk over other members.
- D. **Approval of August 7, 2009 Executive Board Meeting Minutes** – Upon a motion by Valerie Nellis, seconded by Renaë Rasmussen and unanimously carried, the minutes of the August 7, 2009 Executive Board Meeting were approved as submitted.
- E. **Review of September 15, 2009 Quarterly Meeting Minutes** – Upon a motion by Valerie Nellis, seconded by Karen McCoy and unanimously carried, the minutes of the September 15, 2009 Quarterly Meeting were approved as submitted.
- F. **Committee Reports** – Along with the normal committee reports provided; the roles of the Committee Coordinators and responsibilities of the Executive Board Liaisons to the Committees were discussed.

**Bylaws Committee** – Barbara Altizer (South Pasadena-Retired)

The following report was submitted: The Committee has been working on updating the Standard Operating Guidelines. They had not been updated for quite some time. There were many suggestions and with the incredible help and hard work of Valerie Nellis, the draft copy is complete. It has been forwarded to the executive board for their review and will be discussed at the executive board meeting being held November 5, 2009 in Riverside. Hopefully they will be approved and will be ready and available online for anyone who wants to see or needs them. Any questions in regards to these guidelines can be addressed at the next meeting or by contacting Valerie Nellis or me.

**Communications Committee** – Robin Brock (Rancho Cucamonga)

The following report was submitted: The Committee's focus continues to be the Fire Circle and the AFSS Website.

Fire Circle – We have created an Excel spreadsheet to begin compiling membership information. We have recently asked members to provide their birth dates and dates of hire for recognizing birthdays and work anniversaries of our members in future editions. We have also captured past Member of the Year recipients, and past presidents. Other committees may have their own spreadsheets, but we would love to see one Membership Database which could be shared and used as an information and document resource for all the committees and our Executive Board to use, and in the future for us to develop a more meaningful way for our members to network with others that share common areas of responsibility.

AFSS Website – A few months back, Darilyn and I were working with Pat Hoppe on an issue related to placing logos on our website. Both Pat and I ended up corresponding with the CFCA Website Administrator, Mike Bullis from iCentrics. I found out he provides free online training classes for CFCA members. He also offered future assistance. After the first of the year, when things calm down a bit, the committee can put more emphasis on developing our website.

**Conference Committee** – Darilyn O'Dell (San Miguel)

This item was discussed under Item #P.

**Education Committee** – Kathy Ford (North County)

The following report was submitted: The Committee is continually searching for new topics and instructors to add to its library. Currently we do not have enough variety and confirmed instructors to set the educational agenda for the entire 2010 year. We will however, meet with the agencies who will be hosting the quarterly meetings shortly after the first of the year to plan for their agendas.

**Historical Committee** – Joyce Becker (Ontario)

The following report was submitted: Pictures were taken at the September quarterly meeting held in Hermosa Beach by Liz Dibb due to the absence of myself and the other committee members. New members' emails were added to the Snapfish contacts. Pictures of the September meeting will be uploaded to Snapfish and the link forwarded to the membership for review.

**Membership Committee** – Liz Dibb (San Miguel)

The following report was submitted: The 2009/2010 AFSS Membership drive is approaching the half year mark and as of today's date we have 107 members of which 7 are new members. Numbers are definitely down from 2008/2009. I know there are still MANY members who have not renewed as of yet, but I believe with the economy being what it is, it is unlikely we will be able to match last years' membership number of 145.

**Ways & Means Committee** – Sylvia Moreno (Hermosa Beach)

Ronda Guillaume (Cathedral City)

The following report was submitted: The Committee has kicked off our annual See's Candy Fundraiser, and is already receiving orders. We'd like to remind members that the due date for orders to be received is November 17<sup>th</sup>, and they should be mailed to Ronda Guillaume at Cathedral City Fire Department. Also, only checks and money orders will be accepted – no cash!

AFSS South will be selling items at the December meeting. We still have corkscrews and pocket lights in an assortment of colors, as well as 20<sup>th</sup> anniversary glasses and mugs.

- G. **Bylaws Addendum to Discuss at Joint Executive Board Meeting** – Review of the clean-up language in the Bylaws to complete the adoption process. The Bylaws will need to be reviewed and approved by both Executive Boards; it is not necessary for the general membership to approve the clean-up language.
- H. **SOG Revisions** – Review of the updated SOGs was an agenda item; however there was not enough time to review. Christine asked Valerie to send an electronic copy to the board for their individual review and feedback.
- I. **Review and Revise Quarterly Meeting Agenda Form** – President Flores reported that she added a consent calendar item to the agenda to approve the minutes and treasurer's report.
- J. **Section Chief Report** – Chief Antonucci was not present and did not forward a report.
- K. **Review of Agenda for December 8, 2009 Quarter Meeting** – The Agenda for the December 8, 2009 quarterly meeting, hosted by Orange County Fire Authority, was reviewed and revised. It was discussed and determined that the 20th anniversary gift would be the new 20th anniversary mugs.
- L. **Charitable Contributions** – Treasurer Renae Rasmussen reported that she received two requests for the quarterly charitable contribution. After discussion, the \$100 charitable contribution will be given to Faletusi Liulamaga. Mr. Liulamaga is one of fifty employees who are being laid off by the City of Oceanside at the end of December. He is the sole supporter of an extended family. After this news, both he and his wife received an unimaginable blow; the tsunami that devastated Samoa in October took the lives of four of his relatives and two of his wife's family members. Further discussion centered on what needs to take place to increase the quarterly charitable contribution.

- M. **Recap Results of AFSS Booth at Cal Chiefs Conference** – President Flores reported that the table drape that was purchased with the AFSS wording and logo looked very professional. No one entered the drawing for the free membership. It was decided that we will donate the 18-month membership (the remainder of this year plus next year) to a member who was unable to renew this year due to budget cuts.
- N. **Member of the Year** – Valerie Nellis reported that she received nominations for four members: Vicki Varnes, Liz Dibb, San Magallanez and Sylvia Moreno. After discussion, Sandy Magallanez was selected as the 2009 Member of the Year.
- O. **Review Communication Efficiency** – Discussion on how the newly implemented communication rules were working and it was determined that everything is going well and fewer emails received.
- P. **2010 Conference** – Darilyn O’Dell, 2010 Conference Committee Coordinator, asked if the Executive Board would consider postponing the 2010 conference to 2011. A survey was conducted with both Northern and Southern division members. The results of that survey showed a very low turnout for the conference. Shawn Crawford, Northern Division Conference Coordinator, is in agreement with the decision to postpone. The hotel will allow moving the dates to 2011 without any fiscal impact. The Executive Board agreed that it would be in the best interest for AFSS to postpone the conference. This item is on the agenda for the November 6, 2009 Joint Executive Board Meeting.
- Q. **Review Executive Board Nomination Form** – The nomination form was reviewed and revised.
- R. **Recess** – President Flores called for a recess at 8:50 p.m.
- S. **Reconvened** – The meeting reconvened at 9:40 p.m. with Becky Timmers participating via telephone.
- T. **Term Lengths** – The length of terms of the executive board move-up positions was discussed. Upon a motion by Karen McCoy, seconded by Valerie Nellis and unanimously approved, the term length for President, 1st Vice President and 2nd Vice President will be one year; the 1st Vice President and 2nd Vice President will continue to be move up positions.
- U. **Adjourn** With no further business to be brought forward, President Flores adjourned the meeting at 9:50 p.m.

*Darilyn O’Dell*

Darilyn O’Dell  
Executive Board, Recording Secretary