



California Fire Chiefs Association
ADMINISTRATIVE FIRE SERVICES SECTION
NORTHERN DIVISION

Minutes
Executive Board Meeting
April 11, 2008

LOCATION: Sacramento Metropolitan Fire Department
2101 Hurley Way
Sacramento, CA

ATTENDANCE:

Sue Beville	Joyce Engler
Beverly Fuchs	Lara Kelley
Susie Lopez	Sallie Ross
Debbie Miller	Susan Tuvell
Shawn Crawford	Tammy Barnett

1. **Call to Order** – President Engler called the meeting to order at 9:40 a.m.
2. **Additions to Agenda/Approval of Agenda** – President Engler added: (J) Resolution for Chief Smith for his retirement – Board. Meeting next Tuesday. Lopez//Tuvell M/S/C
3. **Approval of Past Minutes - Engler**
 - A. Executive Board Meeting Minutes – January 11, 2008 Change Chief Sheldon to Chief Gilbert on Page 2. And Page 4 of 5. Approved with changes. Tuvell/Ross M/S//C
4. **Treasurer's Report** – *Beville* – Reviewed.
5. **CFCA Section Chief Report** – *Smith* (Absent –no report) Retiring May
6. **President's Report** – *Engler* Chief Perry from UC Davis was notified of Chief s Smith's reitement. New Section Chief is Chief Dan Haverty.
7. **New Business**
 - A. General Membership Meeting Minutes – March 21, 2008-*Fuchs* Passed out for review. Training should be 1.5 hours for quarterly meetings. We need a replacement Chair for Ways and Means. Blanket purchase will be paid through the miscellaneous expense. Add discussion for accounting regarding blanket purchase.
 - B. DPA Appointment Recording Secretary Position-Engler Debbie Miller has volunteered to take on the position of Recording Secretary. Nominated Ross Second/Beville. M/S/C

- C. DPA *Bylaws-Erwin/Ross* Voting for Lifetime Members; Tied Voting; Will address at Jt EBoard Meeting. No physical changes to the Bylaws this year. A teleconference should be scheduled to determine timeline/process for bylaw changes/revisions between North and South. Bylaws should be reviewed annually between Committees and make recommendations to the Board. Bylaw changes should be drafted by person suggesting changes. Understood timeline for Bylaw adoption is as follows:
- April – Discussion brought to Jt. Eboard
 - June 30 - Proposed changes forwarded to Bylaw Coordinator.
 - July - EBoard Meeting discuss and determine action. Review/approves or amends and forward back to Bylaws Coordinator.
 - Coordinator edit master document
 - September present to membership for vote.
 - Board's 2nd Review October
 - December - Membership approval – back to Jt EBoard to ratify.
 - Ratify in April at annual conference
- D. DPA SOG Update-Erwin(Absem)– President Engler discussed: (*attach word documents emailed from Joyce*)
- Remove 1st VP to act as Recording Secretary and add to 2nd VP duties as backup.
 - Organization Chart discussed. Suggestion that Bylaws Chair and. Guidelines Chair report to President. Add Ways and Means to report to Treasurer. Consensus to move reporting as noted.
 - Annual Financial Review language approved. Lopez/Beville M/S/C
 - Meeting Coordinator – Contact members who work in the general area of a quarterly meeting location, who are not already registered to attend the meeting, and encourage them to attend the upcoming quarterly meeting. Shawn to work with Lara for language for hostess invite guest free of charge.
 - Conference Committee Chair: Waive fee for Conference Chair. Add language to address co-chairs (hotel expenses for lodging, registration fee). If co-coordinators, only one registration and lodging paid – to be split between the two. Revise language. Shawn Crawford will revise.
 - Checking Account: Add language - Minimum \$2000 with a cap of \$5000. If balance is over it would transfer to Operating Expense. An audit of conference account should be done. Audit should be performed by Treasurer. First VP would be signor on account.
- E. 2009 Conference Location-Crawford 4 locations visited. First two locations lacked adequate restroom facilities, banquet facility not acceptable (Holiday Inn Silicon Valley, Holiday Inn Express). St. Claire Hotel in San Jose. Beach Resort in Monterey. Beach Resort lacked service, lighting, comfort. Beautiful ocean view. St. Claire well maintained, received comped rooms, great service, excellent communication. Discussed comparison pricing between the two. Choice for St. Claire - Ross/Lopez M/S/C no opposed.
- F. 2008/2009 Budget-Beville Lara Kelley presented budget with 3 changes. CFCA dues, Conference \$3000; Conference site visit line item added. Adoption on June general membership meeting.

- G. Outgoing Plaques-Engler Susie Lopez will order plaque for Chief Smith. Future purchases will be assigned to Sunshine Committee. Update SOG language for Sunshine Committee.
 - H. Scholarship SOG – Shari Holmstrom will be asked to develop language for a proposed scholarship fund for members.
 - I. AFSS Joint E-Board Meeting April 2008 -Agenda Items – *Engler* A draft agenda for Jt. E Board meeting was distributed for review. Speak about t-shirt joint order. Add Budget Committee Coordinator to Updates.
 - J. Resolution for Chief Smith's from AFSS, created by President Engler, to be presented at Fairfield Fire Department City Council, wording was reviewed by Board.
Lopez/Beville M/S/C Roll Call – All Yes. Susie Lopez will represent AFSS and present the plaque at the Council Meeting. AFSS will purchase book ends as a gift for the Annual Conference – under \$100.
- 8. E-Board Committees' Liaison/Coordinator Reports***
 Education – Speakers are all lined up for 2009
 Sunshine – Return stamp, signature line, small attendance gifts Shawn – ordered 48 blankets for conference – Sell for \$20 - \$12 Cost.
 Membership – current and new members will get new lapel pin
- 9. Items for June 20, 2008 Quarterly Meeting Agenda –Engler/Lopez Budget; Spotlight –Conference, Sunshine and Bylaws.**
- 10. Good of the Order/Roundtable**
 Susan Tuvell – Hired Chief Pilot for Copter I (Fire and Medic Transports), Suzy Kees is in San Luis Obispo;
 Debbie Miller – Russian River – going for increase on special fire tax;
 Bev Fuchs –Recent promotion of BC and 2 Captains – City is reduction in their current and future fiscal budget;
 Sallie Ross – Firefighters signed contract after 18 months;
 Shawn's department received grant for large truck and a shredder vac;
 Lara thanked everyone for condolences;
 Susie has hired additional help which will allow Susie to cut back to part time status. Dept has one opening – possibly two. Destination resort project completion by 2010 – possible consideration for 2011 Annual Conference;
 Joyce said Truckee has passed a benefit assessment for 08/09 allowing hiring of 6 new firefighters. Seven new volunteers;
 Debbie Miller asked for help in accessing AFSS website. Shawn said to contact her if she has problems.
- 11. Adjournment: 1:30 Lopez/Tuvell M/S/C**

Respectfully Submitted by Beverly Fuchs, Folsom Fire Department