



Administrative Fire Services Section

California Fire Chiefs Association Southern Division

AFSS Executive Board Meeting

April 21, 2008

Sheraton Anaheim – Dorset Room

9:00 a.m.

Board Members Present:

Sylvia Diaz – President
Christine Flores – 1st Vice President
Roberta Mirzayans – Corresponding Secretary
Becky Timmers – 2nd Vice President
Lisa LeCates – Treasurer
Darilyn O'Dell – Recording Secretary

Board Members Absent:

Chief Paul Benson – Section Chief

Others Present:

Valerie Nellis – Incoming Parliamentarian
Karen McCoy – Incoming Corresponding Secretary

- A. **Call to Order:** President Diaz called the meeting to order at 9:05 a.m.
- B. **Additions to the Agenda:** Nothing additional was added to the agenda.
- C. **Review of February 8, 2008 Executive Board Meeting Minutes:** Upon a motion by Becky Timmers, seconded by Lisa LeCates and unanimously carried, the minutes of the February 8, 2008 Executive Board Meeting was approved as amended.
- D. **Review of March 11, 2008 Quarterly Meeting Minutes:** Upon a motion by Lisa LeCates, seconded by Roberta Mirzayans and unanimously carried, the minutes of the March 11, 2008 Quarterly Meeting was approved as amended.
- E. **Review of Agenda for June 10, 2008 Quarterly Meeting:** The Board reviewed and approved the draft agenda for the June 10, 2008 quarterly meeting. The meeting will be hosted by Upland Fire Department instead of Hermosa Beach Fire Department.
- F. **Charitable Contributions:** Treasurer Lisa LeCates reported that she received a thank you letter from the Ramirez Family for the charitable contribution they received. Upon a motion by Becky

Timmers, seconded by Christine Flores, the recipient of the charitable contribution will be the PFC Devin K. P. Cardenas Memorial Foundation.

G. **Committee Reports:**

Bylaws Committee – Barbara Altizer did not provide a report but it was noted that the responsibility of keeping the master copy of the Bylaws will be the responsibility of the Southern Division that was previously agreed upon by Southern Division President Sylvia Diaz and Northern Division President Joyce Engler.

Communications Committee – Responsibilities of the Website will now be separated from the other communications committee responsibilities and have its own coordinator.

Conference Committee – Darilyn O'Dell reported that there are 101 registrations for the conference which begins tomorrow.

Education Committee – Celia Contreras did not provide a report, however, it was brought up that they had several members joining the committee since the committee faire.

Historical Committee – Joyce Becker provided the following report: The Historical Committee welcomed two new members. The pictures have been added to the directory and they are working on the possibility of creating an anniversary pictorial book.

Membership Committee – Terrie Villalpando did not provide a report.

Ways and Means Committee – Lisa LeCates reported that they are in the process of selecting a new Ways and Means Committee Coordinator with the announcement to come sometime after the conference.

H. **Section Chief Report** – Chief Benson was not present and did not provide a report.

I. **AFSS Tax ID** – Lisa LeCates reported that she filed the necessary paperwork for the 501(c)6 tax exempt status with the Internal Revenue Service and received an acknowledgement from them.

J. **2008/09 Budget** – Lisa LeCates reported that she amended the budget to include the revenues and expenditures of the 2008 AFSS Conference and that a line item was added for an education liability fund in the amount of \$3,000.

K. **2008 Conference Update** – This item was covered under committee reports.

L. **Northern and Southern Division Brochures** – The Southern Division is handling the Membership Brochures. It was brought up what committee should be responsible for the Brochure since the Ad Hoc Committee has not submitted a draft. Upon discussion, it was determined that the membership brochure is a communications tool and falls under the scope of the Communications Committee.

M. **Education/Speaker Fees for Quarterly Meetings** – Sylvia Diaz reported that there is a line item in the budget for assisting host agencies with education speaker fees. This information distributed to host agencies prior to each quarterly meeting.

- N. **Executive Board Members on Committees** – After discussion, it was agreed that Executive Board Members may sit on committees at their discretion and that Executive Board Members can be Committee Coordinators on a case by case basis.
- O. **Term Limits/SOG Revisions** – Sylvia Diaz reported the SOGs will be amended along with the Bylaws to incorporate the wording once they are approved by the Joint Executive Boards.
- P. **Parliamentarian Responsibilities** – Sylvia Diaz reported that the Parliamentarian is a temporary position with a one year term. She will draft written responsibilities for review at the Executive Board Meeting in July.
- Q. **Executive Board Meeting Dates** – After discussion, the Executive Board meetings will be held in Fallbrook and the dates of those meetings will be: July 25, 2008 October TBD, February 6, 2009 and April 20, 2009 in San Jose at the 2009 AFSS Conference.
- R. **Education/Speaker Fees for Quarterly Meetings** – This item was discussed under item J. There is always the potential of using the funds in excess of budget for education topics and speakers at quarterly meeting. These circumstances are considered on a case by case basis by the Executive Board.
- S. **Joint Executive Board Meeting** – It was agreed that President Diaz will recommend at the Joint Executive Board Meeting (immediately following this meeting) that we go back to having two Joint Executive Board Meetings each year.
- T. **Other Communication** – Becky Timmers drew the name of the 2009 AFSS Conference recipient. The name selected was Lisa LeCates.
- U. **Adjourn** – With no further business to be brought forward, President Diaz adjourned the meeting at 1:23 p.m.

Darilyn O'Dell

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Executive Board, Recording Secretary