

	<p style="text-align: center;">California Fire Chiefs' Association ADMINISTRATIVE FIRE SERVICES SECTION NORTHERN DIVISION MINUTES GENERAL MEMBERSHIP MEETING MINUTES Friday, March 21, 2003</p>
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LOCATION: The meeting was held at the Garden Valley Fire Protection District, hosted by Claudette Daigle.

ATTENDANCE:

Abraham, Carol	Harlow, Linda	Schreiber, Marne
Barfoot, Susan	Holmstrom, Shari, Treasurer	Silveira, Angelica
Benson, Linda	Hoover, Linda	Tassinari, Gina
Beville, Susan, Corres. Sec.	Jacquez, Dolores	Thompson, Debra
Capraun, Maria	Joseph, Mary	Gail Petersen, guest speaker
Crawford, Shawn, 1 st VP	Kammerer, Karen	Chief Leo Chaloux, Mosquito
Daigle, Claudette	Kellogg, Patti	Fire
Engler, Joyce	Kositzin, Melissa, Rec. Sec.	
Fullerton, Gail	Lewis, JoAnne, 2 nd VP	
Glick, Kathy	Martinez, Maria	

CALL TO ORDER: In President Barbara Safford's absence, First Vice President Shawn Crawford called the meeting to order at 1010 hours. First Vice President Crawford advised the membership of the reason for President Safford's absence and thanked the previously-advised Executive Board and committee chairs for their well wishes. Following member introductions, Chief Woods of the Garden Valley Fire Protection District welcomed the members and provided some background on the GVFPD.

GUEST SPEAKER Gail Petersen, principal in Practical Benefit Management Services, was introduced. The educational topic was "Organization of Personnel Files for Privacy and Confidentiality."

Meeting recessed at 1130 hours.

During the recess, committees met to discuss topics, followed by lunch and the opportunity drawing.

Meeting reconvened at 1256 hours.

COMMITTEE REPORTS: Workshop: Committee Co-Chair Shawn Crawford announced the position of chair for the 2004 workshop remains open. Interested members can contact her or Co-Chair Joanne Lewis.

Budget: Chair Melissa Kositzin reviewed the proposed 2003-2004 budget by category. The emphasis remains on training and education. As with prior years, the fund balance will be necessary to meet expenses. She projects within the next year or two the membership will need to consider raising revenue or cutting expenses. Cutting expenses may encompass a philosophical change in how funds are spent. Treasurer Shari Holmstrom emphasized the expense numbers are estimated on the high side. There followed a short question and answer session. The budget will be presented for approval in June 2003.

Bylaws: Corresponding Secretary Sue Beville reported for Chair Linda Benson a proposal to distribute SOG's with the membership directory in September. Thus, changes recommended by members should be submitted by May 31st to allow time to make the revisions prior to the September distribution. An SOG on this subject will be prepared. Submissions should be in writing to Chair Linda Benson. SOG's in progress include end of term assignments, purchasing by the Executive Board, meeting site, etc. CS Sue Beville also reported a proposed bylaw change would be submitted to the joint Executive Boards at

their meeting in April. If anyone has suggestions for any other bylaw changes, send them to Chair Linda Benson. A reminder will be added to the next *Hotlinks* issue.

Communications/Hotlinks: Chair Debra Thompson deferred her report, having reported earlier in introductions that all Hotlinks submissions can be submitted to her, including any funny "it happened in the office" stories.

Education & Training: Chair Carol Abraham reported that topics of interest for 2004 have been met, with speakers lined up. The committee is considering a three-day seminar similar to that offered in 1997. The membership expressed an interest in attending such a seminar in April 2004 in Lodi.

Historical: Co-Chair Linda Hoover reported that Co-Chair Kathy Glick continues to work on photo albums. Linda has completed the binders. Workshop Treasurer Melissa Kositzin shared a story on the value of maintaining the historical records, as it was easy to prove a deposit made to the Holiday Inn for Workshop 2002 which resulted in a \$500 refund to the Workshop account.

Meeting Coordinator: Chair Linda Harlow advised locations are set for 2003, and invited the members to consider hosting a meeting in 2004.

Membership: Chair Donna Heymans was not in attendance.

Sunshine: Chair Linda Rosedahl was not in attendance.

Ways and Means: Chair Dolores Jacquez reported the logo change has been fully implemented. Old stock has been included in the opportunity drawing and all other inventory on hand has been dramatically reduced in price. She is recruiting members for her committee of one. Polo shirts are not yet available, but she's taking orders now and they will be available at the next meeting. The shirts cost \$30 each and they're made by Outer Bank.

Website: First Vice President Shawn Crawford reported there is nothing to report. A chair is needed. There followed a discussion on this topic. There was a great response to the meeting information being posted on the website. AFSS uses its page more than any other CFCA section, but we do not use it to its full potential and need someone to coordinate it. For instance, we can poll members online for interest in future education events and the software will automatically tally the results. Use of the site also saves a small fortune in postage. We need a Chair to learn what it can do and learn how to make it happen. Those who are currently interested are already on the Executive Board. Any interested members are invited to contact First Vice President Crawford to take it off her very full plate.

BUSINESS MEETING

Treasurer Shari Holmstrom moved to approve the business agenda. The motion was seconded by Corresponding Secretary Sue Beville and unanimously carried.

Consent Agenda:

Minutes of Quarterly General Membership Meeting -- December 6, 2002

Minutes of Executive Board Meeting -- January 21, 2003 (membership information only)

Treasurer's Report for the period November 2, 2002 to February 10, 2003 (new balance \$8,579.58)

Correspondence Report (as published, no additions)

Linda Hoover moved to approve all items on the Consent agenda. The motion was seconded by Dolores Jacquez and unanimously carried.

California Fire Chiefs Association -- Section Chief Report: Section Chief Michael Groshong was not in attendance.

President's Report: As noted earlier, President Barbara Safford was not in attendance.

Action Items:

Investing AFSS Funds: Treasurer Shari Holmstrom provided some background and reported the fund balance remains in a checking account with no investment allocation. The 2002 Workshop will be

distributing about \$2,500 to \$3,000 to the Northern Division, which has not been included in the proposed 2003-2004 budget. Perhaps this is an opportunity to make an investment. There followed a short discussion on investment vehicles available. The consensus of the membership was not to invest any funds at the current time.

Preliminary Budget for 2003/2004: Treasurer Shari Holmstrom advised this should not have been an action item at this time. The budget will be presented to the membership for approval in June 2003.

Recording Secretary Nominations: First Vice President Shawn Crawford reported the current Recording Secretary resigned in February and is also leaving Placer Consolidated Fire District to begin work with a family venture. Melissa Kositzin is taking minutes today as an interim RS. We need a nomination/volunteer for RS. The RS must have been an AFSS member for at least one year, and the candidate should have their chief's support since at least 10 meetings per year require attendance for minutes. Shari Holmstrom nominated Melissa Kositzin. Sue Beville seconded the motion and Melissa Kositzin accepted the nomination. The motion was unanimously approved and First Vice President Crawford issued the oath of office.

Budget Chair/Recording Secretary Melissa Kositzin announced a new budget chair is now needed. Treasurer Shari Holmstrom reiterated the request, and emphasized members need to step forward. Without volunteers, stuff will fall apart. There followed a brief discussion on availability of members and potential members.

Website Coordinator Appointment: At this time no one has stepped forward. See earlier discussions.

Presentation Items: None agendized for this meeting.

ROUNDTABLE

Corresponding Secretary Sue Beville read a note from Linda Jones, retiree, to the AFSS membership expressing her gratitude for the response to her grandson's situation.

Linda Hoover is looking for clean copies of Executive Board agendas from 1999 through 2002. Corresponding Secretary Sue Beville will provide copies to Linda.

There was a roundtable discussion about how long to keep personnel files. Carol Abraham noted her auditor advised records should be stored in plastic boxes, not cardboard.

First Vice President Shawn Crawford presented AFSS-logo note cards she had produced and provided to the Executive Board and committee chairs. In response to CFCA President Chief William J. McCammon's enthusiasm, she proposed sending samples to all Section/Division Presidents and inviting orders. There followed a discussion concerning issues of using CFCA's logo for revenue projects, cost of the cards and proposed charge, address source for other Sections, etc. The membership consensus was to clear the proposed use of the logo with CFCA and if approved offer sets of ten cards for \$10 per set.

First Vice President Shawn Crawford announced Gail Fullerton of Lake Valley Fire would host the next meeting. Gail will provide hotel information to CS Sue Beville for distribution to the membership. Shawn noted for those staying the weekend, there may be an opportunity to put together a group for a dinner cruise on the MS Dixie. Education and Training Chair Carol Abraham announced the topic is FLSA with a speaker from the Department of Labor.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 1405 hrs.

Next General Membership meeting is scheduled for June 20, 2003 at Lake Valley FPD

Respectfully submitted,

Melissa Kositzin, Recording Secretary

TO DO CHART

NAME	TASK
Open Position -- 2004 Workshop Chair	Fill position (maintain <i>Hotlinks</i> item)
Corr. Sec. Sue Beville	Add approval of 03-04 budget to June membership agenda
Bylaw Chair Linda Benson	Item to <i>Hotlinks</i> re SOG/Bylaw revisions procedures
Open Position -- Website coordinator	Fill position (maintain <i>Hotlinks</i> item)
Open Position -- Budget Chair	Fill position (new <i>Hotlinks</i> item)
June Meeting Host Gail Fullerton	Provide hotel info to Corr. Sec. Sue Beville for distribution