



# AFSS North Executive Board Meeting Meeting Minutes January 17<sup>th</sup>, 2014

**LOCATION:** Cosumnes Fire Headquarters

**HOST:** Cosumnes Fire

**ATTENDANCE:**

Wendy Crosthwaite	Sacramento Regional Fire/EMS Communication Center
Joyce Engler	Truckee Fire
Valerie Erwin	Cosumnes Fire
Lara Kelley	Sac Metro Fire
Mollie Meyer	Sac Metro Fire
Chrissy Niven	Alameda County Fire
Meghan Scannell	UC Davis Fire
Nancy Tillotson	Vacaville Fire

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Call to order 9:09

**Changes to Agenda**

- Tillotson would like to add Joint E-board agendas and minutes posted to the website
  - Erwin to add to under website
- Engler motioned to approve, Tillotson second, all approved

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**Approval of E-Board Minutes 10-18-13**

- Request to correct the spelling of Tillotson under President's Report
  - Niven to make correction
- Tillotson motioned to approve, Engler second, all approved

**CalChiefs Liaison Report**

- Chief Trauernicht is now the CalChiefs President

**Budget Report**

- Engler provided a brief budget update

**Correspondence Report**

- Most of the Years of Service awards went out this week

## **President's Report**

- Scannell will be co-chairing the Legislative Committee with Smyth
- CalChiefs Annual Strategic Planning will be at Firehouse World in San Diego in February

## **Committee Coordinator**

- Erwin sent out an email to all committee coordinators asking their interest in their current roles
  - All committee coordinators would like to stay in their current roles
- Budget committee is currently vacant
- Erwin is looking for a Training and Education co-chair to assist Kelley

## **Communications**

- Erwin would like committee to be broken apart into two committees - Website and Newsletter
- Crawford is still responsible for the website for the North and the South
- Rosa Meyer has nothing to report on the Newsletter
  - January 30<sup>th</sup> submission for all articles
  - Newsletter to go out on February 15<sup>th</sup>
  - Northern Flame was the winning name for the newsletter
    - Crawford submitted winning name
      - Erwin made a motion to buy a \$25 gift card out of the misc. fund
      - Niven motioned, Engler second, all approved
      - Tillotson to create a certificate and will print a gift card to Amazon
- Erwin working on getting meeting registration on the website

The website programmer, Jim Petrizzi, used his actual credit card when testing PayPal functions on the CalChiefs website. Would like to reimburse him for doing so. Erwin will provide Engler with exact amounts needed (from regular account and from conference account).

## **Conference/2014 Academy**

- Instructors and dates are all set
- Registration form to be finished by Wednesday at the latest and will go out next week
- 35 rooms required for room block
- Costs are \$250 member, \$300 nonmembers, \$125 life/retired member, \$125 one day fee
- Guest cost for the gala \$60
- Cost to increase to \$400 after 15<sup>th</sup> of March and \$175 for single day after March
- Rooms are \$159 negotiated \$20 valet and complimentary Wi-Fi
  - Not reflected in group code online we will need to communicate this
- Niven to take Conference Chair position 2016
- Erwin would like to have a representative from the South on our Conference Committee and try to have a representative from the North on the South's Conference Committee
- Erwin would like to have a memorial for Abraham opening morning before the first ceremony
- Meals have been predetermined and Niven to order
- Erwin to work on transportation

- Engler to contact 1-800-Boardup for Bunco night sponsorship

### **Education and Training**

- Feb - Strategic Plan
- June Fire Ops 101 Controlled Burn
- Sept – Open
- Dec – Leadership Presentation
- Kelley would like AFSS to start looking for a new Education and Training Committee Chair

### **Historical**

- No new report

### **Legislative**

- Scannell submitted the legislative report on the website

### **Meeting Coordinator**

- Martin has agreed to continue in this role

### **Membership**

- Erwin has not been able to transfer information over to Parker at this time
- E-Board agreed that if there is a break in service, prior years should be included in the total service years
  - Engler to change SOG to reflect this change

### **Nominating Report**

- Scannell will be taking over as Committee Chair next year

### **Sunshine**

- Ross-Filgo is mailing out birthday cards
- Crawford is sending out electronic cards
- Erwin would like to send out cards from Chief Trauernicht for Administrative Professionals Day
- Crosthwaite to work on creating Birthday and Admin Day cards

### **Ways and Means**

- Tumblers have not sold
- Erwin suggested to reduce the cost to \$5,
  - E-Board would like to sell tumblers for \$5 at the Academy
- Extra pens will be put in attendee's academy bags

### **CalChiefs Strategic Planning**

- Bylaws states President and President Elect attend
- UC Davis will be paying for Scannell to attend
- AFSS will pay for Erwin's flight

### **AFSS Strategic Plan in February**

- Chief Reed would like two days or 8 hours
- Dublin facility will only be available until 3:00
  - Decided to move Sacramento to hold the session from 9-5
- E-Board needs to reach out to General Membership to stress the importance of their attendance
  - Erwin to send each E-Board member 5 names to reach out to

### **Planning June Quarterly**

- Erwin would like to move the June meeting to Thursday
  - Meeting to be held June 19<sup>th</sup>

### **New Officer Transition**

- Installation on March 26<sup>th</sup>
  - Niven 1<sup>st</sup> VP, Crosthwaite 2<sup>nd</sup> VP, Tillotson Recording Secretary, Meyer Corresponding Secretary

### **SOG Review**

- Changing member recognition to cumulative years of membership
- Changes to E-Board being able to nominate member of the year
- Change to "Carol Abraham" Memorial Conference Scholarship
- Erwin motioned, Scannell second, all approved

### **Budget**

- Engler handed out preliminary budget

### **Joint E-Board Meeting**

- Recommendation was made to have the committee chairs on Education and Training, Legislative and membership to join the call to talk about where the North is at with these committees

### **Calendar 2014**

- Erwin to send calendar to Tillotson
- E-Board meetings to stay in Elk Grove

Meeting Adjourned 16:53

Respectfully submitted,

Chrissy Niven  
AFSS North  
Recording Secretary