



**California Fire Chiefs Association  
ADMINISTRATIVE FIRE SERVICES SECTION  
NORTHERN DIVISION**

**Minutes  
General Membership Meeting  
June 19, 2009**

**LOCATION:** Lake Valley Fire Protection District  
2211 Keetak Street  
South Lake Tahoe, CA 96150

**HOSTED BY:** Lake Valley Fire District  
AFSS Member: Gail Fullerton & Leona Allen

**ATTENDANCE:**

Carol Abraham	Leona Allen
Kathy Athey	Darleen Beno
Linda Benson	Sharyn Cleary
Shawn Crawford	Gil Fullerton
Linda Harlow	Lara Kelley
Jodi Martin	Debbie Miller
Joan Noble	Sallie Ross-Filgo
Sandy Sanders	Meghan Scannell
Susan Tuvell	Melissa Vink
Joyce Engler	Beverly Fuchs

**I. Call To Order:** President Joyce Engler called the meeting to order at 10:00a.m.

**II. Flag Salute:** President Joyce Engler led the membership in the flag salute.

**III. Welcome/Introductions/Guests/New Members**

Twenty AFSS attendees were welcomed to Lake Valley Fire District by AFSS Member Gail Fullerton and Fire Chief Jeff Michael.

**IV. Training Session:** "Increase Productivity with Less" *presented by Marty Scheuerman, Division Chief of Operations and Training, City of South Lake Tahoe*

**Business Meeting**

1. Oath of Office – Recording Secretary – This was postponed until the Executive Board meeting in July.  
Debbie Miller volunteered to take the minutes for this meeting.

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2. Additions to Agenda – Add to item G: September 09 training in Watsonville.  
Add 'L' Special Request.  
Add 'M' Approval to purchase the mugs from the South.  
Motion by Susan Tuvell to approve the agenda, second by Carol Abraham. Passed.
3. Consent Agenda
  - A. Minutes
    1. Quarterly General Membership Meeting Minutes March 20, 2009
  - B. Treasurer's Report – Jodi Martin reported there were housekeeping issues to clear up.  
Ways & Means – This was an 'on-line' vote.  
Funds need to be approved to print brochures.
  - C. Correspondence Report  
Motion by Carol Abraham to approve the consent calendar, second by Linda Harlow. Passed.
4. California Fire Chiefs Association – Section Chief Report – Chief Haverty  
Chief Haverty was unable to attend.
5. President's Report - President Joyce Engler.  
President Joyce Engler reported on her attendance at the 2009 Fire Chiefs Conference.  
President Engler thanked those who attended the Fire Chief's Conference.
6. Old Business
  - A. *Update Revised SOG's – Valerie Erwin* –  
Valerie Erwin was unable to attend due to family commitments.
  - B. *Update Division Participation Survey* –  
Thanks to Susan Tuvell and Beverly Fuchs, Linda Harlow and Linda Benson who helped with the survey. 72 people responded to the on-line survey.  
After discussion, President Engler announced the survey results will be posted on the web site. The answers will be reviewed and used to improve our AFSS Northern Section.  
President Engler also announced the possibility of another survey to get member input on changing the day of the week, the week of the month, and/or the month of the quarter that quarterly meetings are held on.  
A suggestion was made to also ask if members would be willing to help with a one time project as a way of increasing member participation.
7. Presentation Items
  - A. *Bylaw Revision – Valerie Erwin*  
Revised Bylaws had not been received so there was no vote today. This was tabled until the September meeting.

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*B. Training Officers Symposium – Joyce Engler/Chief Haverty*

There has been no contact from the training section so there was nothing to report.

There is an SOG in the planning stages that other sections can use when requesting help from AFSS. This SOG was discussed at the April Joint Executive Board meeting. There is no finalized version of the SOG yet.

*C. 2009/2010 Budget – Lara Kelley*

The preliminary budgeting process has been completed and the budget is ready for adoption. When the Strategic Planning ad hoc committee meets and if they agree to do the conference drawing they will draw for the June meeting as well. A recommendation will come from the ad hoc committee in September. Members of that committee are: Jodi Martin, Shari Holmstrom, Lara Kelley, Joan Noble and Kimberly Stevens.

\$500 will be placed in the 'tax preparation' line.

Shawn Crawford made a motion to approve the budget. Second by Susan Tuvell. Passed.

*D. Registration at Cal Chiefs Conference – Joyce Engler*

Two volunteers are needed for the Cal Chiefs conference to be held September 28 thru 30 in Riverside. AFSS pays for travel and lodging (double occupancy). Sallie Ross-Filgo and Beverly Fuchs volunteered to attend. Jodi Martin will be the alternate.

*E. Checking Account SOG – Valerie Erwin*

Valerie Erwin and Jodi Martin are working on this SOG. The Treasurer should not be a signer on the checking account; there should be a complete separation of duties. Jodi Martin suggested having a person to act as a financial secretary that would take the money to the bank. This was tabled to the future.

*F. 5-Year Strategic Plan for Fund Balance – Ad Hoc Committee Report*

Jodi Martin reported that the committee has not met yet. Membership was asked to please contact Jodi Martin if you have suggestions for a 5-year strategic plan.

Jodi asked for background information on the PRP program. Cost is \$100.00 to complete the program. The money goes to Cal Chiefs to pay for their oversight of the program. Carol Abraham returns the packets to the member who completed the training. Carol keeps the letter of completion, and has a list through 2006 of all who have participated in the program and achieved Level 1. A suggestion was made to store the documentation on line. Carol Abraham was asked to bring her binder to the September general membership meeting so members can see how much paperwork is involved.

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*G. 2010 Quarterly Training Topics – Carol Abraham*

The September training in Watsonville was discussed. Several suggestions for training topics were given noting it is important to have a good training to get people to attend. A suggestion was made to present the PRP (Professional Recognition Program) to the membership so those in attendance can see how the program works. Carol Abraham was asked to contact Ronnie Coleman to see if he will attend the September training. Carol will also ask those who have completed the program if they will attend and speak as well. Members were asked to invite someone to come with them – AFSS member or not. If Ronnie Coleman agrees to attend, Carol Abraham will write an invitation to the September meeting that Shawn Crawford will post on the web site. The invitation will also be e-mailed to the membership.

*H. 2009 Conference Update – Shawn Crawford/Susan Tuvell*

Shawn Crawford announced she has begun the search for 2011 Conference site. Rumsey Rancheria and Jackson Rancheria are being researched.

*I. Spotlight on Committees – Joyce Engler*

*1. Announcement of Committees for September 18 GM – Joyce Engler*

Sunshine, Education/Training, and Budget Committees will be in the spotlight.

*J. AFSS North E-Board Meeting July 31, 2009, Sacramento – Joyce Engler*

Agenda items: Incentive Program, Chairperson for Ways and Means Committee, one-time how can I help.

*K. Education and Training Committee: three members are leaving at the end of the year: Shari Holmstrom, Linda Harlow, and Carol Abraham.*

The Committee needs a new Chairperson effective January 2010.

Carol will talk about this at the September meeting in Watsonville.

*L. Special Request: Marin County Fire has two non-participating members.*

They cannot attend quarterlies or conferences and they would like to know if there is something they can do to contribute to AFSS. (Host a meeting.)

*M. Mugs – AFSS has 36 mugs from the south \$218.32.*

Do we want to send the mugs back or purchase them? Consensus was to ship them back.

**Good of the Order/Roundtable** – Lots of Districts are cutting staff and/or closing stations.

**Next Meeting:** September 18, 2009 – Watsonville Fire

**Adjournment:** President Joyce Engler made a motion to adjourn at 3:34pm.

Second by Susan Tuvell. Passed.

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**MEETING RECAP:**

*Oath of Office – Recording Secretary – to be given at the E-Board meeting in July.*

*Updated Revised SOGs – September meeting.*

*On Line Survey – to be posted on the web site.*

*Possible survey asking about changing the week of the month, month of the quarter, and/or the day of the week of meetings.*

*Also asking if members are willing to help with a one-time project.*

*Revised Bylaws were tabled until the September meeting.*

*Cal Chiefs Conference – Sallie Ross-Filgo and Beverly Fuchs will attend. Jodi Martin is alternate.*

*Checking Account SOG – Valerie Erwin and Jodi Martin are researching the use of a 'financial secretary'.*

*5-Year Strategic Plan for Fund Balance – Members to contact Jodi Martin with suggestions.*

*September training in Watsonville: Carol Abraham will contact Ronnie Coleman to see if he will attend. If he will, Carol will write an invitation to the meeting that Shawn Crawford will post on the web site as well as e-mail to all membership.*

*Members that have completed the program will also be asked to attend and speak.*

*Members were asked to invite someone to attend the September meeting – member or not.*

*July E-Board meeting agenda items: Incentive Program, Chairperson for Ways & Means Committee, One-Time How Can I Help.*

*Education & Training Committee: three members are leaving. New Chairperson needed January 2010.*

*Mugs: Send them back.*

*Respectfully submitted by Debbie Miller, Bodega Bay and Russian River Fire Protection Districts*

*Approved 09/18/2009*