



ADMINISTRATIVE FIRE SERVICES SECTION • SOUTHERN DIVISION



AFSS Southern Division Executive Board Meeting Minutes

October 28, 2011

Fallbrook, California

9:00 a.m.

Board Members Present

Valerie Nellis – President

Karen McCoy – 1st Vice-President

Naomi McCormack – 2nd Vice-President

Christine Flores – Recording Secretary

Darilyn O'Dell – Treasurer

Vicki Varnes – Corresponding Secretary

Others Present

Chief Michael Antonucci – Liaison Chief

- A. **Call to Order** – President Nellis called the meeting to order at 9:12 a.m.
- B. **Additions to the Agenda** – 3 items added, and agenda renumbered. P. now Membership Outgoing Communication; Q. now Member of the Year; R. now Status Nominations/Elections to the EBoard; original items P, Q, R renumbered to S, T, U.
- C. **Approval of the July 22, 2011 Executive Board Meeting Minutes** – Upon a motion by 1st Vice President McCoy, seconded by 2nd Vice President McCormack and unanimously carried, the minutes of the July 22, 2011 Executive Board meeting were approved as submitted.
- D. **Approval of the September 13, 2011 Quarterly Meeting Minutes** – Upon a motion by Treasurer O'Dell, seconded by Corresponding Secretary Varnes and unanimously carried, the minutes of the September 13, 2011 quarterly meeting were approved as submitted.
- E. **Section Chief Report** – Chief Antonucci gave update on current legislation affecting the fire service and the 2012 Firescope FOG Manual.
- F. **Treasurer's Report** – Treasurer O'Dell reported taxes have been filed.

- G. **Charitable Contributions** –After discussion, the \$200 charitable contribution will be given to Nathan Farmer, the son of Captain James Farmer from Barona Fire Department. The request for this contribution was received by Darilyn O'Dell from San Miguel Fire District.

The Northern and Southern Divisions of AFSS each contributed \$100 towards a donation in honor of Outgoing Cal Chiefs President Sheldon Gilbert's service to Cal Chiefs and his support of AFSS. Both Boards voted on the contribution to his charity of choice in lieu of a plaque. The donation was made to Shepherd's Gate in Livermore in Chief Gilbert's name.

H. **Committee Reports**

Bylaws Committee – Barbara Altizer (South Pasadena-Retired)

The committee had nothing to report at this time.

Communications Committee – Robin Brock (Rancho Cucamonga)

The following report was submitted: *Website*: No action taken. *Fire Circle*: Took a different approach this quarter. Sent a fan out to all members and have already received some submittals from members.

Conference Committee – Darilyn O'Dell (San Miguel)

The committee had nothing to report at this time.

Education Committee – Sandy Magallanez (Chino Valley)

The committee had nothing to report at this time.

Historical Committee – Lisa LeCates (El Segundo)

Lisa gave notice that she will be stepping down from the Historical and Ad-hoc Committees in 2012 due to her department's staffing cuts. Her last meeting as Coordinator will be the December 13, 2011 quarterly meeting.

Corresponding Secretary Varnes will send a fan out for a replacement.

Membership Committee – Liz Dibb (San Miguel)

Liz reported we have 79 paid members at this time.

Ways & Means Committee – Sylvia Moreno (Hermosa Beach)

The Ways & Means Committee continues to look for members who are interested in the 20 year anniversary book so that they may be ordered in multiples. Members are asked to please contact Sylvia if interested. We will also have a sign-up sheet at the December meeting. We would like to place an order before the new year.

The travel size Emergency Kits have been received and will be available for purchase at the December meeting.

Again, we continue to look for new items and more committee members.

H1. **Committee Report Reporting** – Discussion about the redundancy of reporting the same committee reports at multiple meetings and written communications. It was decided that the

committee reports would no longer be given at the quarterly meetings. Each board member would contact her Committee Coordinator for a report and give that report at the Executive Board meetings. Each Committee Coordinator will send their reports to Robin Brock for inclusion in the Fire Circle.

- I. **2011 Cal Chiefs Conference** –President Nellis reported on the value of attending the conference and representing AFSS. She will scan a copy of the yearly report and fan it out to the membership.
- J. **Lifetime Membership** – Upon a motion from 1st Vice President McCoy, seconded by Recording Secretary Flores, and unanimously carried, Lifetime Member status was granted to Carol Tousignant.
- K. **SOG Updates** – Lengthy discussion of necessary SOG updates. 2nd Vice President McCormack will make the changes and send out for review.

One of the changes was to include a duty for the Treasurer to secure a hotel room for the winner of the First Time Attendee Scholarship and the Phil Armentrout Scholarship winner(s). Upon a motion from 1st Vice President McCoy, seconded by Recording Secretary Flores, and unanimously carried, Treasurer O'Dell will contact the bank and create a credit card account for AFSS Southern Division.

It was determined the verbiage of the Bylaws is accurate and the incoming board members are the official board upon taking the oath. However, since the banquet at the March 2012 conference will be at the beginning, the current board will sit until the end of the conference.

- L. **Phil Armentrout Fundraiser** – Discussion on how to move forward with the agreed fundraiser for a raffle of a big screen television. President Nellis will send a fan out to members with further instructions, and a follow up fan out later asking for an update on sales.
- M. **2013 AFSS Conference** – Darilyn is working with a Locator for the conference.
- N. **Separate Checking Account for Southern Hosted Annual Conference** – At the July Eboard meeting Treasurer O'Dell recommended that a separate checking account be opened for the Southern Division hosted annual conferences so the profits would stay allocated to the conference fund and not go in to the general fund as they do currently. After further research and discussion, a motion from Recording Secretary Flores, seconded by 1st Vice President McCoy, was unanimously carried for Treasurer O'Dell to open a separate checking account for the AFSS Southern Division hosted conferences.
- O. **Education/Training** – Status update: 1st Vice President McCoy working with Education Committee Coordinator Magallanez.
- P. **Membership Outgoing Communication** – For members who do not have email, the Corresponding Secretary will send out the Fire Circle, meeting agendas, and conference information via the United States Postal Service. It is the responsibility of the Membership Committee Coordinator to notify the Corresponding Secretary when a

member does not have email. This duty needs to be added to the responsibilities for Corresponding Secretary and Membership Committee Coordinator positions in the SOG.

- Q. **Member of the Year** - Upon a motion from Corresponding Secretary Varnes, seconded by Treasurer O'Dell, and unanimously carried, Sylvia Moreno from Hermosa Beach Fire Department was selected as the 2011 Member of the Year.
- R. **Status of Nominations/Elections to the EBoard** – To date there have not been any nominations received. Board members will give recommendations to 2nd Vice President McCormack and she will call and request they accept the nomination. If more than one person accepts a nomination for the same position, she will send out voting ballots on 12/3/11. Winners will be announced at the December quarterly meeting.
- S. **Review and Approve Agenda for December Quarterly Meeting** – Reviewed and discussed. President Nellis will send via email for electronic approval.
- T. **Round Table** – Nothing to report.
- U. **Adjourn** - With no further business to be brought forward, President Nellis adjourned the meeting at 2:38 p.m.

Christine Flores

Christine Flores
Executive Board, Recording Secretary