



California Fire Chiefs Association
ADMINISTRATIVE FIRE SERVICES SECTION
NORTHERN DIVISION

Minutes
AFSS North E-Board Minutes
Friday, January 6th, 2012

LOCATION: Cosumnes Fire

HOST: Valerie Erwin, Cosumnes Fire

ATTENDANCE:

Joyce Engler	Truckee Fire Department
Valerie Erwin	Cosumnes Fire
Chrissy Flynn	Alameda County Fire
Lara Kelley	Sacramento Metropolitan Fire District
Susan Kim	Southern Marin Fire
Jodi Martin	Rescue Fire Department
Meghan Scannell	UC Davis Fire

Call to Order – Scannell called to order at 9:25

Additions to Agenda/Approval of Agenda

- Agenda approved as written

Approval of prior E-Board notes

- Meeting minutes approved as written

Section Chief Report

- Chief Hansen will be attending our conference in March
- There is a conference call planned on January 9th for an update on AB 1387
- RDA Legislative was upheld by the Superior Court

Treasurer's Report

- Renee was unable to attend today
- We will not be able to present a preliminary budget for next year at our February meeting
- Valerie believes that we should focus on this year's budget at the February meeting
 - Flynn stated that we will not have an idea of where we will be at for next year until after the conference

- Valerie asked if we could hold a special general membership meeting for the budget
 - There is nothing in the SOGs that states that we cannot hold a special meeting
- There is currently nowhere for the general membership to view the budget (i.e. the website)
 - There are questions within the membership regarding the reserve
 - We need a reserve to pay the expense we are required to pay each year if we do not have any revenue
 - Jodi suggest opening a savings account for the reserve

Correspondence Report

- There is nothing to report

President's Report

- Valerie Nellis and Meghan attended the President's Forum in December
 - It was beneficial for the communications between the Cal Chiefs sections and parent body
 - Meghan foresees communication between all the sections with the parent organization will improve
- There will now be a President's Forum held quarterly; two will coincide with regularly scheduled meetings – the strategic planning meeting in January, and the Cal Chiefs conference in the fall
- We have completed our nominations within AFSS North, and have elected new E-Board members that will be installed at the conference.

Committee Reports

Budget

- Nothing new to report

Bylaws

- Nothing new to report

Communications

- Valerie was able to connect with Debra and we are able to extend the deadline for Hotlinks until January 10th

Conference

- Chrissy has had two vendors pay in full the \$1500 amount. Chrissy has contacted all her interested vendors this week and believes she has commitment from 4 additional vendors bringing our vendor fees about to \$9000
- After much discussion the E-Board would like to endorse having the banquet off-site to the conference committee
 - Transportation to and from the hotel will be provided
- The last week in January anyone who would like to attend will be making a trip to Monterey to view the facility

- We will be making our lunch and welcome reception food selections during this trip
- We have a number of individuals who we believe meant to register with Ops Section
- Both Susan and Valerie left a message for the first time attendee award recipient
- We currently have over 50 attendees without the individuals we believed registered in error
- Meghan will set up a conference call for the conference committee within the next week

Education/Training

- The 2012 Quarterly Meeting schedule has been finalized
 - February 2012 – Alameda County – DMV Endorsement Changes
 - June 2012 – Lake Fire – Critical Incident Stress Management and Self Defense
 - September 2012 – San Ramon -Access
 - December 2012 – UC Davis – PIO
- A donation was given to the California Fire Foundation endowment, via Director Vanessa Errecarte, in lieu of a speaker fee at the December Quarterly Meeting. Funds were provided from the Education & Training budget, as has been done historically when a speaker does not charge a fee.
- Jodi feels that the General Membership should have been aware of this as she questioned where this donation was coming from
 - Meghan will bring attention to this at the February meeting

Historical

- Jodi contacted the historical committee in the south and received their revised guidelines
 - The E-Board all agreed to align our Historical Policies with the south
- Jodi is requesting that if we go with their guidelines that she be allowed to purchase an external hard drive and a scanner and hard copy supplies
 - Meghan suggests buying an external hard drive and using an online storage in addition for back-up
 - It was mentioned that Kathy Glick had scanned all the old photos a while back
 - Susan will contact Kathy to find out where the electronic photos are
 - Meghan suggests since all the photos are now tagged we should put them online via Flickr or Picasso with tags and comments
 - Meghan would like to move forward with the scanner and would like to purchase a fast color scanner
 - We will need to get approval of the scanner and external hard drive and hard copy supplies from the General Membership at the February meeting, after allocating funds within the revised 2011-2012 budget.

Legislative

- Nothing new to report

Meeting Coordinator

- Nothing new to report

Membership

- Bev has sent emails to past members that were listed on the roster from Donna to see if any are interested in rejoining or paying their dues current.
 - She has gotten some responses back which have given me other contact names to reach out to.
 - This is helping her to verify good and bad information, as some have come back "undeliverable" - which will give her departments to look into.

Sunshine

- Nothing new to report

Ways and Means

- The South would like to have a table for their Ways and Means at conference
- Valerie would like the Conference Committee Members to wear something to identify them
- Valerie also suggested putting together a commemorative shirt for everyone to purchase
- Jodi would like to have little pins for the conference with the year

Conference Scholarship

- The E-Board discussed reinstating the conference scholarship
 - We need to bring this decision to the general membership for approval; we'll include it in our proposed revisions to the budget at February's meeting.
 - We will draw from June, September, December, and February meetings

PRP

- We have interest from the South to head up a dual PRP revamp committee
- We have a lot of interest within our North membership
- This will come together more when Valerie Nellis and Meghan meet at the President's Forum
- We generated a lot of interest at the September general meeting and there has been no meeting at this time
 - Valerie would like to see a meeting/conference call put together on this soon so we do not lose momentum
 - Meghan will put together a conference call from all the interested parties from the September meeting
- Valerie and Chrissy believe that the interested parties get together and put priority list of strengths and tasks
- We need to see if we would to have Cal Chief's be the accreditation agency or do we want to see if there is something else we can go with
- Meghan would like there to be two committee heads one from the North and one from the South

Member of the Year Donation

- Donna emailed Jodi and Jodi forwarded to Renee and Renee acknowledged receipt and said she'd take care of it.

Years of Service Awards

- We have a bunch of awards that weren't picked up at the December meeting
 - We will review where the members are located and see if we can deliver
 - Valerie will send out an email to the members who didn't not pick their awards to see if they will be attending the February Quarterly meeting

Membership Badges

- We will be reinstating new membership badges and they will be distributed to new members at the quarterly meeting
 - Lara will follow up with Bev to see if the badges were ordered
- We will put a blip in Hotlinks that if you wear your membership badge you will receive an extra raffle ticket

President's Forum

- Representatives were in attendance from most sections both North and South
- Everyone broke out in sub-groups to discuss goals and important points that the parent body should address
 - The common themes were communications internally and externally
- The website was large discussion that will be continually addressed and changes will be coming

Upcoming President's Forum

- Next President's forum will be held January 16th in Sacramento
- Chief Hansen will be in attendance

Strategic Plan

- Meeting will be held in Sacramento January 17th and half of the 18th
- Meghan will make some changes to the plan and will send it out for review

Membership Incentive

- The E-Board discussed reasons why individuals do not attend or join AFSS (costs, no department support, meeting held on day off, do not know what the information is)
- Valerie suggested sending information out to non-members about upcoming meetings as we do offer a \$10 fee to go and see what we are, instead of the \$20 dollar fee

SOG Review

- Reiterated: SOGs are adopted by the E-Board and Bylaws need to be adopted by both the North and South
- Meghan suggests that everyone go through the SOGs and make their changes in track changes , to be consolidated and forwarded to Joyce for revision proposal
- Joyce will send out the SOGs electronically and the SOGs from the South
- The E-Board would like to amend discretionary spending so that the E-Board will be able have a vote on expenses over a certain amount, protecting AFSS from financial liability.
 - The E-Board suggests that any member cannot make a purchase or enter into a financial contract over \$1000 without E-Board approval
 - Joyce will work on getting language together on this
- The E-Board discussed that outreach to committee chairs should be conducted on a yearly basis by their E-Board liaison, to confirm continued interest in fulfilling the position.
- The organization chart needs some typographical revisions
 - Meghan will go over the Organization Chart and will propose revisions, to be reviewed at the next E-Board meeting.

February Meeting

- Training topic with be the DMV endorsement changes
 - Chrissy is attending a train the trainer on this in Los Banos on February 7th
- Lara and Valerie to discuss making the certificates; Meghan will provide the relevant PRP task association

Missing Meeting Minutes

- Shawn is missing some minutes
 - Chrissy and Valerie to work together to post the minutes

Roundtable

- The E-Board decided to move forward with reinstating departing E-Board member recipient plaques.

Adjournment

- Adjourned at 4:12

Respectively Submitted by: Chrissy Flynn