



ADMINISTRATIVE FIRE SERVICES SECTION • SOUTHERN DIVISION

## Executive Meeting Minutes April 23, 2010

### AFSS Executive Board Meeting Minutes

*April 23, 2010*

*Riverside, California*

*8:00 a.m.*

#### **Board Members Present**

Christine Flores – President

Becky Timmers – 1st Vice-President

Darilyn O'Dell – Recording Secretary

Karen McCoy – Corresponding Secretary

Renae Rasmussen – Treasurer

#### **Board Members Absent**

Valerie Nellis – 2nd Vice-President

Chief Michael Antonucci – Liaison Chief

- A. **Call to Order** – President Flores called the meeting to order at 8:31 a.m.
- B. **Additions to the Agenda** – No additional items were added to the agenda.
- C. **Meeting Decorum** – President Flores stressed the importance of the need for Board Members to have their opinions heard. Board members need to be mindful not to talk over other members.
- D. **Approval of the January 29, 2010 Executive Board Meeting Minutes** – Upon a motion by Renae Rasmussen, seconded by Christine Flores and unanimously carried, the minutes of the January 29, 2010 Executive Board Meeting were approved as submitted.
- E. **Approval of the March 9, 2010 Quarterly Meeting Minutes** – Upon a motion by Renae Rasmussen, seconded by Becky Timmers and unanimously carried, the minutes of the March 9, 2010 Quarterly Meeting were accepted as submitted.
- F. **Section Chief Report** – Chief Antonucci was not present and did not forward a report.
- G. **Committee Reports**
  - Bylaws Committee** – Barbara Altizer (South Pasadena-Retired)  
No report was provided.

**Communications Committee – Robin Brock (Rancho Cucamonga)**

The following report was submitted: They still have not received any response from Mikel Bullis of iCentrics. The committee is hoping to give a presentation on how to use and navigate the website at the December quarterly meeting. They will continue to send out periodic reminders to the membership with the hopes that there will be an increase in participation. They are currently working on updating the membership database with information received from members.

**Conference Committee – Darilyn O'Dell (San Miguel)**

The addendum to the original contract has been signed for the 2011 conference.

**Education Committee – Sandy Magallanez (Chino Valley)**

The following report was submitted: The committee met and is working on expanding the current database of topics and speakers.

**Historical Committee – Lisa LeCates (El Segundo)**

The following report was submitted: The Committee thanks Joyce Becker for her years of dedicated service as the Committee Coordinator. Her attention to detail and organization made for a smooth transition of duties to the new Coordinator. Quarterly meeting photos will continue to be uploaded to SnapFish and fanned-out to the membership. The Historical Committee also reviewed their Section of the Standard Operating Guidelines and proposed revisions.

**Membership Committee – Liz Dibb (San Miguel)**

The following report was submitted: The Membership Drive for 2010/2011 began in April. The Membership Dues Invoice is being submitted to the Executive Board for approval of the changes. They are currently waiting for Chief Antonucci to approve the Membership Cover Letter. As soon as they have approval of these items, they will begin sending out the Membership Brochures to non-member agencies.

**Ways & Means Committee – Sylvia Moreno (Hermosa Beach)**

Ronda Guillaume (Cathedral City)

The following report was submitted: The Ways & Means Committee is welcoming members to join the committee! This committee is one in which your creative ideas can flow. We are in the process of finding new and exciting items for our members to enjoy. So if you're interested in joining or want more information, please contact one of the coordinators. We will continue to sell our current items at quarterly meetings.

- H. **Education Committee Expectations** – After discussion, the following direction shall be given to the Education Committee: 1) to ensure they meet with host agencies that are determined at the December quarterly meeting; 2) have the committee set up a years' worth of speakers by the end of January each year; and 3) to assist host agencies in setting up a speaker if needed.

- I. **Membership Directory Sort** – After discussion, the following direction will be given to the Membership Committee Coordinator to resort and post a revised membership directory. Before the current view of the directory, the following information will be added: list of members by first name, agency, and membership status. The current portion of the directory will be sorted by agency name only.
- J. **AFSS “Chain of Command”** – President Flores brought up the issue of all information being directed to the President when most of the information should be funneled through the appropriate Executive Board liaison position. After discussion, it was determined that the executive board members need to insert themselves into a more active role as the liaison with the committee assigned to them.
- K. **SOG Revisions** – Valerie Nellis will send out the SOGs to the Executive Board to review by May 7 and have the document posted to the website by May 14.
- L. **Treasurers Report** – Treasurer Renae Rasmussen said that the tax returns have not been filed as reported at the January Executive Board meeting; the CPA has filed another extension. Discussion followed regarding the maturity of current cds; it was decided to roll mature cds into one twelve month account.
- M. **Review FY 2010-2011 Proposed Budget** – Treasurer Renae Rasmussen presented the 2010/2011 budget. The budget was reviewed and revised. Upon a motion by Christine Flores, seconded by Karen McCoy, the proposed budget was accepted as revised.
- N. **Charitable Contributions** – Treasurer Renae Rasmussen reported that she received three requests for the quarterly charitable contributions. After discussion, the \$100 charitable contribution will be given to the Tracy Ferguson, wife of Grover Beach Fire Captain P. J. Ferguson. Tracy was diagnosed with Stage III Lymphoma. Tracy also works in the Fire Prevention Bureau of the San Luis Obispo City Fire Department. P. J. and Tracy have two children, Jack (age 3) and Emily (age 6). She is currently undergoing chemotherapy once a week. A website has been setup so friends and family can get updates and send well wishes to Tracy: <http://www.caringbridge.org/visit/tracyferguson>.
- O. **AFSS Logo** – After discussion, it was decided that the current 20<sup>th</sup> Anniversary AFSS logo be revised to remove the reference to the 20<sup>th</sup> anniversary and the revised logo will be used for all correspondence after July 1.
- P. **Installation Schedules (2)** – Incoming Corresponding Secretary Vicki Varnes will be unable to attend the June 11 quarterly meeting in Morro Bay. She will be installed on Thursday, June 10, at the Chino Valley Fire District Headquarters at 1:00 p.m. by AFSS Southern Division Liaison Chief – Michael Antonucci. The remaining Executive Board members will be installed before the June 11 meeting is called to order by San Bernardino Fire Chief and Cal Chiefs President Elect - Pat Dennen.
- Q. **Review Executive Board Position Responsibilities** – An overview of the responsibilities of the incoming officer positions.

- R. **Review and Approve Agenda for June Quarterly Meeting** – The Board reviewed and approved the draft agenda for the June 11, 2010 meeting.
- S. **Round Table**  
Christine Flores – Gave comments and an overview of her term as President.
- T. **Adjourn** – With no further business to be brought forward, President Flores adjourned the meeting at 1:10 p.m.

*Darilyn O'Dell*

Darilyn O'Dell  
Executive Board, Recording Secretary