



Administrative Fire Services Section

California Fire Chiefs Association Southern Division

AFSS Executive Board Meeting
February 8, 2008
Chino Valley Fire Administration Offices
9:00 a.m.

Board Members Present:

Sylvia Diaz – President
Christine Flores – 1st Vice President
Roberta Mirzayans – Corresponding Secretary
Becky Timmers – 2nd Vice President
Lisa LeCates – Treasurer
Darilyn O'Dell – Recording Secretary
Chief Paul Benson – Section Chief

Others Present:

Barbara Altizer – Bylaws Committee Coordinator

- A. **Call to Order:** President Diaz called the meeting to order at 9:15 a.m.
- B. **Additions to the Agenda:** Nothing additional was added to the agenda.
- C. **Review of November 7, 2007 Executive Board Meeting Minutes:** Upon a motion by Becky Timmers, seconded by Lisa LeCates and unanimously carried, the minutes of the November 7, 2007 Executive Board Meeting was approved as amended.
- D. **Review of December 14, 2007 Quarterly Meeting Minutes:** Upon a motion by Becky Timmers, seconded by Christine Flores and unanimously carried, the minutes of the December 14, 2007 Quarterly Meeting was approved as amended.
- E. **Review of Agenda for March 11, 2008 Quarterly Meeting:** The Board reviewed and approved the draft agenda for the March 11, 2008 quarterly meeting. The education topic is “Motivating Members to Become More Involved” presented by Roslyn Carter, Executive Assistant to the City Manager, City of Moreno Valley.
- F. **Charitable Contributions:** Treasurer Lisa LeCates reported that no requests for donations were received from the membership for this quarter.

G. **Committee Reports:**

Bylaws Committee – Barbara Altizer reported that Nancy Haglund (Arroyo Grande Fire Department) and Robin Brock (Rancho Cucamonga Fire Protection District) have volunteered to be on the Bylaws Committee. Verbiage for amending the Joint Bylaws to include retired members actively participating in committees with the ability to vote will be discussed at the March meeting.

Communications Committee – Darilyn O'Dell reported that all articles are needed no later than February 20 to be included in the Spring Issue of the Fire Circle.

Conference Committee – Darilyn O'Dell distributed copies of the final registration brochure.

Education Committee – Celia Contreras did not provide a report.

Historical Committee – Joyce Becker provided the following written report: “We are continuing to archive the documents as normal. The date of April 1st has been decided on as a cut of date for getting a picture for the directory. After that some members may not have their pictures in the initial version of the pictorial directory. I will be available at the next quarterly meeting to take pictures. If you still wish to email me a picture, please make sure it is in the jpeg format and the image is in the portrait position so that all the pictures in the directory can be uniform. My email address is jbecker@ci.ontario.ca.us. Also, please remember to forward me any new email addresses or changes in email addresses so we can keep the database current. Pictures were taken at the last quarterly meeting in Palm Springs. I haven't had a chance to upload them to the Snapfish database as yet but I will be getting to that shortly. I have talked with Terrie Villalpando, of the Membership Committee, regarding the pictorial directory and we have set the date of February 26th to meet and work on the directory together.”

Membership Committee – Terrie Villalpando provided the following written report: “Please join me in welcoming new member Joseph Spossato from All Star Fire Equipment. The Membership Directory is being finalized in Word format and should be emailed to all the membership in the next couple of weeks.”

Ways and Means Committee – Amy Lidster did not provide a report.

H. **Section Chief Report** – Chief Benson had nothing to report.

I. **AFSS Tax ID** – Sylvia Diaz reported that she and Northern Division President Joyce Engler met with CFCA Executive Director John Malmquist and one thing they discussed was the tax identification issue. Mr. Malmquist agreed that he didn't see enough of a benefit for the cost of filing for 501(c)3 tax status with the Internal Revenue Service and recommended that we hire an outside agency to prepare our tax returns. Lisa LeCates will move forward with filing for 501(c)6 tax status.

J. **Training Symposium (Fresno) Registration** – Lisa LeCates questioned whether the money received from the Training Officers Section should be included as revenue in future years budgets. An invoice for services was issued for \$1,500 from both Northern and Southern Divisions; therefore, the money has to be classified as revenue vs. a donation.

- K. **Legislative Task Force Update** – Celia Contreras attended the January 31, 2008 meeting in Sacramento.
- L. **2008 Conference Update** – Everything is running smoothly. All registration materials have been placed on the website. Registrations are beginning to come in.
- M. **April Executive Board/Joint Executive Board Meeting** – Sylvia Diaz reported that the next Executive Board meeting will take place at the Conference on Monday, April 21 at 10:00 a.m. The Joint Executive Board meeting will take place at 1:00 p.m. the same day.
- N. **AFSS (North and South) Membership in Excel Spreadsheet** – After discussion, Sylvia Diaz reported that the Southern Division directory will continue to be published as a Word document.
- O. **Northern and Southern Division Brochures** – Sylvia Diaz reported that she has established a deadline for the Ad Hoc Committee to present a draft brochure of the next Executive Board meeting in April.
- P. **Conference Scholarship Letters of Interest** – Becky Timmers reported that she received three letters of interest for consideration. After discussion, Naomi McManus (CAL FIRE/San Luis Obispo County Fire) was selected as the recipient of the scholarship for the 2008 AFSS Conference.
- Q. **CFCA Strategic Planning Update** – Sylvia Diaz reported that she and Christine Flores attended the CFCA Strategic Planning Meeting in Riverside. Some goals discussed were increasing membership participation, communication amongst the Sections and Cal Chiefs, apparatus weight/length legislation, Blue Ribbon taskforce, and discipline of EMT's.
- R. **Education/Speaker Fees for Quarterly Meetings** – This item was discussed under item J. There is always the potential of using the funds in excess of budget for education topics and speakers at quarterly meeting. These circumstances are considered on a case by case basis by the Executive Board.
- S. **Executive Board Mentoring** – Christine Flores reported that there is a group of past presidents who are actively mentoring the membership to become more involved. This discussion brought up the term limit of the president. After lengthy discussion on how the impact of term lengths would impact the Second Vice-President Elect, Valerie Nellis, and the possibility of adding an additional position to the Executive Board as Parliamentarian, it was decided that the following would be brought before the general membership at the March quarterly meeting for reaction. The Standard Operating Guidelines would be amended as it relates to term limits. The new limits would be President – two-years; First Vice-President (automatic move up to President) two-years; Second Vice-President (move up not automatic) two-years. If the Second Vice-President chose to move up to First Vice-President the election would only be for Second Vice-President; if not, the election would be for First Vice-President and Second Vice-President. Chief Benson was in support of the term length change.
- T. **Other Communication** – Nothing

U. **Adjourn** – With no further business to be brought forward, President Diaz adjourned the meeting at 1:37 p.m.

Darilyn O'Dell

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Executive Board, Recording Secretary