



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

**EXECUTIVE BOARD MINUTES
Friday, October 20, 2006 – 9:30 a.m.**

LOCATION:

Sacramento Metropolitan Fire District
2101 Hurley Way – Room 117
Sacramento, CA

ATTENDANCE:

BERGSTRAND, Tammy, Recording Secretary
BEVILLE, Susan, President
CRAWFORD, Shawn, Communications
ENGLER, Joyce, Corresponding Secretary
FRANSSEN, Karen, 1st Vice President
HOOVER, Linda, Historical
KEES, Suzy, 2nd Vice President
RAMIREZ, Dora, Treasurer
ROSS, Sallie, Conference
TUVELL, Susan, By-Laws

1. CALL TO ORDER – Beville

President Beville called the meeting to order at 9:32 a.m.

2. ADDITIONS TO AGENDA/APPROVAL OF AGENDA – Beville

A correction to the agenda was noted under 8. C. – Standard Operating Guidelines. It should be Susan Tuvell not Shawn Crawford. The additions under New Business are E-Board lunches, new laptop purchase and Cal Chiefs Strategic Planning meeting.

M/S/C Ramirez/Franssen to approve.

3. APPROVAL OF PAST MINUTES – Beville

The Executive Board Meeting minutes were not available for review and were tabled to the next meeting.

4. TREASURER'S REPORT – Ramirez

Dora advised that the education/training funds have been increased to \$5,000.00. Dora will send an e-mail to the committee coordinators for additional expenditures. She advised the Board should look into investing in a CD (Certificate of Deposit) and the purchase of a new laptop. The speaker for the December 1, 2006 General Membership meeting will be paid a speaker fee. There is a cost for Snapfish to copy old pictures and the Historical Committee will be researching the cost.

5. SECTION CHIEF'S REPORT – Smith

Chief Smith was not present. No report.

6. PRESIDENT'S REPORT – Beville

Sue discussed the Cal Chiefs conference in Riverside. She advised Marc Revere of Novato Fire Protection District is now the new President and Sheldon Gilbert of Alameda County Fire Department is the President-Elect. Cal Chiefs is working on a stronger relationship with the Police Chiefs Association. Sue discussed AFSS continuing the help out with registration at the Cal Chiefs' conferences. Next years' Cal Chiefs conference will once again be in Riverside – September 24 – 27, 2007. Cal Chiefs Strategic Planning meeting will be in Dixon January 24 and 25, 2007.

7. UNFINISHED BUSINESS:

A. Member Service Awards – Engler

Joyce advised there are thirteen (13) 5-year, three (3) 10-year and seven (7) 15-year member service awards. She passed around a catalog for the board to look at clocks. The old, coin style clock is no longer available. There will be no more than a \$40.00 cost, not including shipping costs. Certificates are also to be given to the 10 and 15 year recipients.

M/S/C Engler/Kees.

B. Training Officer Registration Update – Crawford

Shawn discussed the need for a Training Officer's phone number be posted on the registration site. There will be a beta test registration for either the December or March quarterly meeting. Information received will be added to the web-site. Shawn will ask Trudy to give a report at the April 2007 joint e-board meeting.

C. Section Chief Letter – Engler

Joyce advised there are 268 letters to be sent out. Chief Smith will sign each letter.

D. Member of the Year – Board Members Only

Closed session.

E. Nominating Committee – Safford

Barbara was not present due to her early AM injury. Positions available are President, 1st Vice President (to be filled by appointment), Treasurer and Corresponding Secretary.

8. NEW BUSINESS:

A. General Membership Meeting Minutes – September 15, 2006

Any additional changes should be sent to Tammy by October 27, 2006.

B. Fall Joint E-Board Meeting – Beville

We will continue to have the joint meeting at the AFSS Conference. A fall joint meeting can be done maybe once every 3-4 years for strategic planning.

C. Standard Operating Guidelines – Tuvell

Any additional changes can be processed using the Change Form. The Change Form will be available on-line.

D. Past Members on List Server – Engler

M/S/C Franssen/Engler to remove the names from the list. The motion passed unanimously.

E. Lifetime Honorary Members

The Lifetime and Honorary Members are Barbara Rogers, El Dorado County Fire, Gail Blask, Watsonville Fire and Barbara Lowas, West Sacramento Fire.

F. Cal Chiefs Annual Conference Registration Ad Hoc Committee – Beville

First, Sallie advised the board that she enjoyed working the conference.

M/S/C Engler/Kees to continue with the Cal Chiefs registration. AFSS pays workers' fees (hotel, transportation and meals) in lieu of CFCA section dues.

The motion passed unanimously.

9. E-BOARD COMMITTEES' LIAISON/COORDINATOR REPORTS:

A. Conference – Ross

Sallie advised that all speakers are in place. She advised she contacted all of the vendors at the Cal Chiefs Conference in Riverside for donations for the upcoming AFSS Conference. Any additional costs for Gordon Graham will be covered by the Northern Division. There will be a line added on the registration form for additional seats for Gordon Graham.

B. Budget - Fullerton

No report. Gail was not present.

C. Education & Training – Abraham

Carol met with the Southern Division Coordinator.

D. Historical – Glick/Hoover

Kathy will get a quote from Snapfish about copying negatives and uploading to the AFSS electronic photo album. Linda will have Kathy send the December meeting pictures to Debra Thompson.

E. Sunshine – Jaquez

No report. Dolores was not present.

F. Communications (Web-Site) – Crawford/Thompson

Shawn will contact Terrie Villalpando about getting the Southern Division directory in Excel format.

10. ITEMS FOR DECEMBER 1, 2006 QUARTERLY MEETING AGENDA – Beville/Engler

1. SOG Vote
2. Nominations from the Floor
3. Service Awards
4. Member of the Year
5. Lifetime Members
6. Conference Scholarship Drawing
7. Member Attendance Drawing

11. GOOD OF THE ORDER/ROUNDTABLE:

Board members each gave a brief comment on what they have done recently. The Board expressed their gratitude to Sacramento Metropolitan Fire for providing lunch for this meeting.

12. ADJOURNMENT:

M/S/C Franssen/Engler to adjourn the meeting at 1:28 p.m.

Respectfully submitted,

Tammy Bergstrand

Tammy Bergstrand, Recording Secretary