



California Fire Chiefs Association
ADMINISTRATIVE FIRE SERVICES SECTION
NORTHERN DIVISION

Minutes
EXECUTIVE BOARD MEETING
Friday • January 28, 2011

LOCATION: Sacramento Metropolitan Fire - Training Facility
3012 Gold Canal Drive, Rancho Cordova, CA 95670

HOSTED BY: Lara Kelley

BOARD MEMBERS PRESENT:

President Beverly Fuchs, First Vice-President Sallie Ross-Filgo, Second Vice-President Lara Kelley, Corresponding Secretary Crystal Smyth, Treasurer Jodi Martin, and Recording Secretary Shawn Crawford

ALSO PRESENT:

Section Chief Tracey Hansen, Joyce Engler, Renee Vetter, Valerie Erwin and Chrissy Flynn

I. Call to Order

The meeting was called to order at 10:05am by President Fuchs.

II. Additions to/Approval of Agenda

It was moved by Tracey Hansen and seconded by Lara Kelley to approve the agenda as presented. The motion passed unanimously.

III. Approval of Minutes:

A. Executive Board Meeting, October 22, 2010

It was moved by Jodi Martin and seconded by Beverly Fuchs to approve the minutes as presented. The motion passed unanimously.

IV. Treasurer's Report

Jodi Martin presented the Treasurer's Report to the group.

Jodi asked for direction on how to follow-up on a personal, bounced check from a member. She was directed to call the member to explain the situation.

There is currently \$144 remaining in the awards budget. There is an outstanding invoice for \$171, plus additional costs for outgoing board member plaques, which cost approximately \$75 per plaque.

It was moved by Jodi Martin and seconded by Sallie Ross-Filgo to amend the awards budget, adding \$250 from the reserve account. The motion passed unanimously.



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The funds available for quarterly meetings are higher than anticipated due to the generosity of San Ramon Valley Fire covering the food and opportunity drawing costs for the September quarterly meeting, and the costs associated with the December meeting at UC Davis were taken from the “incentives” budget.

Carol Abraham submitted a request to Jodi requesting use of funds from the Education and Training budget to create CDs to promote the Professional Recognition Program. Although the board agreed this would be an excellent use of the funds, Meghan Scannell, as Education and Training Committee Coordinator, needs to approve the expenditure.

V. Section Chief’s Report

Chief Hansen reported that CalChiefs is currently focused on budgets; the fee-for-service, referred to as a “Crash Tax” (opposed).

The Operations Section will be holding their upcoming conference at Seaside.

VI. President’s Report

A. Strategic Goals

Beverly Fuchs and Sallie Ross-Filgo represented AFSS Northern Division at CalChiefs’ strategic planning session in Riverside. Chief Demetrious Shaffer is phasing in as President of CalChiefs, as Chief Sheldon Gilbert is phasing out.

Primary areas of interest during the planning session were:

- S Website Changes
- S CICC (California Incident Command Certification System)
- S Consider consolidating section conferences
- S New Section - Emergency Management

VII. Business

A. Nominations

It looks like we have a full slate of officers:

Megan Scannell (U.C. Davis Fire) has submitted her name for President, Chrissy Flynn (Alameda County Fire) has accepted the nomination for Recording Secretary, Valerie Erwin (Cosumnes Fire) has submitted her name for Corresponding Secretary, and Jodi Martin (Rescue Fire) has agreed to remain Treasurer unless there is interest from anyone else.

The positions of President, Corresponding Secretary and Treasurer will be beginning new, two-year terms. The position of Recording Secretary will be completing the unexpired term and will be open for election next year. The positions of First and Second Vice-Presidents will also be open for election next year.

B. 2009/10 Financial Review

Renee Vetter conducted the financial review for fiscal year 2009/10. From that review, she made the following recommendations:



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- S Produce a monthly spreadsheet, as opposed to just for meetings.
- S As a new member, she would like to see more detail/clarification for each of the line items. May want to consider changing the format.
- S For future reviews, some questions not relevant to our organization can be removed.
- S Prior to submitting any check to the Treasurer for deposit, the primary recipient should make a copy.
- S Money collected for the opportunity drawing at quarterly meetings, should be counted prior to being given to the Treasurer. The Treasurer should then confirm the amount.
- S Consider a mid-year budget review.
- S Committee Coordinators should each have a budget worksheet for their individual committee, which should be used for tracking their revenues and expenses. They should not rely solely on the Treasurer to track that information.
- S Should look into setting up a credit card link. Although there will be associated transaction fees, they are minimal.
- S Look into how many checks are written each year.

It was agreed that Valerie Erwin and Jodi Martin will meet to review Cosumnes Fire's budget layout, and will also work with Renee Vetter to review possible changes to budget reporting formats.

C. Two-Day Workshop

Sallie Ross-Filgo requested the addition of a one- or two-day workshop. The purpose of the workshop would be specifically designed around the Professional Recognition Program. After discussing options, it was agreed that the 2012 Annual Conference will include an additional day for a pre-conference workshop. The Conference, and Education and Training Committees will work together on this additional day, and conduct a survey at March's quarterly meeting to find out what topic(s) would be most beneficial.

D. Joint Executive Board Meeting Date at Annual Conference

Due to time constraints and no pressing business, the two boards agreed to forego a joint meeting during the Annual Conference. The Northern Division Board meeting will be held at La Quinta Resort at 2pm on Tuesday, April 12th.

E. Adoption of Bylaws Amendment - Member Speakers' Fees Waived

It was moved by Jodi Martin and seconded by Sallie Ross-Filgo to adopt the amended Dues Structure Guideline, as presented by Joyce Engler, which will read as follows:

Registration for members shall be twenty dollars (\$20.00). With the exception that if an AFSS member participates in the current quarterly meeting by conducting/presenting the educational topic they shall not be subject to pay the registration fee for that meeting.

The motion passed unanimously.

Joyce also noted that there is no description for the Legislative Committee. Crystal Smyth said there was little activity at this time and should consider making it an Ad-hoc



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Committee. Crystal will create a description of the Legislative Ad-hoc Committee and forward it to Joyce. Chief Hansen stated she felt this was a committee we need to maintain an active presence on.

VIII. Committee Reports

Sallie Ross-Filgo reminded everyone that newsletter articles are due to Debra Thompson by February 4th.

IX. Agenda Items for March's Quarterly Meeting

- A. Board position - nominating and voting
- B. Pre-conference workshop survey

X. Good of the Order/Roundtable

There was none.

XI. Adjournment

It was moved by Lara Kelley and seconded by Jodi Martin to adjourn the meeting at 12:42pm.

Respectfully submitted,

Shawn Crawford

Recording Secretary