

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

**EXECUTIVE BOARD MINUTES
Wednesday, January 24, 2007
9:30 a.m.**

LOCATION: Sacramento Metropolitan Fire District
2101 Hurley Way, Room 117
Sacramento, CA

ATTENDANCE: BEVILLE, Sue - President
ENGLER, Joyce - Corresponding Secretary
FRANSSEN, Karen - 1st Vice President
FULLERTON, Gail - Budget Coordinator
RAMIREZ, Dora - Treasurer
ROSS, Sallie - Conference Coordinator
TUVELL, Susan - Bylaws/SOG Coordinator

1. **CALL TO ORDER:** President Beville called the meeting to order at 9:38 a.m.
2. **ADDITIONS TO AGENDA/APPROVAL OF AGENDA:** President Beville requested to add Section Chief as item 8.I., and First Time Conference Attendee Scholarship as 8. J. M/S/C Joyce Engler and Dora Ramirez to approve the agenda with the addition.
3. **APPROVAL OF PAST MINUTES:**
 - A. Executive Board Meeting Minutes - July 14, 2006 - M/S/C Joyce Engler and Dora Ramirez to approve the July 14, 2006 Executive Board Meeting Minutes.
 - B. Executive Board Meeting Minutes - October 20, 2006 - M/S/C Dora Ramirez and Joyce Engler to approve the October 20, 2006 Executive Board Meeting Minutes.
4. **TREASURER'S REPORT:** Treasurer Ramirez handed out a copy of the report. Our current fund balance is \$19,742.96. There was an increase to the Education and Training budget to cover the expense of higher priced speakers and/or trainers at the annual conference.
5. **CFCA SECTION CHIEF REPORT:** No report, Chief Smith was not present.
6. **PRESIDENT'S REPORT:**
 - A. Cal Chiefs Annual Conference - President Beville had nothing to add to what she had reported on this at the December meeting. She did announce that she and Joyce Engler will be attending the Cal Chiefs Strategic Planning Meeting in Dixon, which starts later today and runs through Friday. She will be presenting AFSS achievements to the board and will report back on what went on at the general membership meeting in March.
7. **UNFINISHED BUSINESS:**

There was no unfinished business on the agenda.
8. **NEW BUSINESS:**
 - A. General Membership Meeting Minutes - December 1, 2006 - Draft minutes were passed out for review. Any changes should be forwarded on to Karen Franssen by February 2nd.
 - B. Lifetime Member/Nancy Roberts - President Beville will contact Carol Abraham to see if she would like to submit a letter of recommendation to honor Nancy as a lifetime member. In the

future we will obtain a list from Donna Heymans of retired members to evaluate their activity, and place on the agenda for the October executive board meeting. M/S/C Joyce Engler and Dora Ramirez to waive Nancy Roberts's membership dues for the 2006/2007 due to the oversight in Lifetime member status.

- C. Draft 2007 Yearly Planner – Joyce Engler passed out a draft of the planner and announced that it is available on the website. She has not received any information from the southern division to add to it as of yet. Once she does, she will update and re-post on the web site.
- D. 2007 Goals for Strategic Plan Meeting – Three goals will be discussed, PRP and how we align our speakers/trainers to accommodate the program requirements, AFSS taking over registration for the Training Officers Symposium and the California Fire Chiefs annual conference. Sue will also be presenting the organization chart along with the executive board information.
- E. Recording Secretary Position – Tammy Bergstrand is going to have to step down due to her new work position. According to 3.8 in the bylaws a permanent replacement must be appointed by the board and adopted at the Quarterly Meeting in March. President Beville will contact the nominating committee to have something put out to the membership to see if anyone is interested in the position and or taking the minutes until filled.
- F. AFSS North E-Board Meeting April 16, 2007 @ 1:30 p.m. – The board agreed to move the time back to 2:30 p.m. to allow for travelers to arrive in Tahoe. Agenda Topics - Training Officers Symposium, with an action item for Shawn Crawford to have the contract available for review; Preliminary Budget, report is needed for review so that adoption can take place at the June general membership meeting; Agenda topics for the joint e-board meeting; and appointment to the two vacant Executive Board positions.
- G. AFSS Joint E-Board Meeting April 17, 2007 @ 9:00 a.m. - Agenda Topics – 2007 Training Symposium registration, California Fire Chiefs Annual conference registration, committee coordinator reports (as needed), Bylaws shared duties between north and south committee chairs.
- H. Format of General Membership Registration Form – Joyce Engler was asked to add the topic and presenter as well as the location on the registration form for the quarterly meeting. She came up with three different formats and the board agreed on the format where the additional information was added to the box next to the logo.
- I. Section Chief – Chief Smith has not been able to attend many meetings during his term. Although he has expressed an interest in continuing on as our section chief, the board's goal is to obtain increased support and representation from the position.
- J. First Time Conference Attendee Scholarship – Dora Ramirez advised the board that the application was sent out via the list server. She has received twelve applicants to date and the deadline is February 15. She will be sending out an email to advise the applicants to go ahead and send in their registration form if they plan to attend even if they are not awarded the scholarship. Dora will forward on the names of the individuals to Sallie Ross so that she will know who she can accept late registration fees from. Susan Tuvell will write up something for the SOG's to include that it must be used the year it is awarded, a 10 day notification period so that a replacement can attend, and to have it awarded at the December quarterly meeting each year.

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

- ✓ Conference – Sallie Ross said that everything is going well, and she has received about fifteen registration packets to date and they are arriving daily. Everything is on task and going very smoothly. President Beville asked Sallie to put together an article for the Hotlinks to ask for volunteers to assist in last minute details such as decoration, registration, etc. M/S/C Dora Ramirez and Joyce Engler to write a check in the amount of \$2,500 to cover Gordon Graham's charges in advance so the cash flow is positive for the conference committee.
- ✓ Budget – Gail Fullerton announced that she must step down from her position as committee chair. She will not be able to attend the quarterly meeting in March, but the board will be asking for someone to step up to the position at that time. Gail also said that she will be retiring in June 2009 and would like to host that meeting. She will send an email to Barbara Safford to let her know.

10. ITEMS FOR MARCH 16, 2007 QUARTERLY MEETING AGENDA: Ask for agenda topics for the joint executive board meeting, announce the budget committee chair opening and the recording secretary, 1st vice president positions. Have a budget item added for outgoing e-board member gifts.

11. GOOD OF THE ORDER/ROUNDTABLE: Joyce Engler asked if psychological evaluations were done on new hires and/or return to work (fit for duty) situations. If anyone has a policy, please send it to her. Gail Fullerton said that she was very happy that she was finally able to make a meeting. President Beville has put out that they have received a grant and are putting on an F-460 Finance/Administration class at no charge. It will be held February 6-9, 2007, with the location to be determined. Susan Tuvell announced that the board has approved all of their contracts and the Fire Chief is going to be offering salary incentives for continuing education such as the PRP program.

12. ADJOURNMENT: M/S/C Joyce Engler and Dora Ramirez to adjourn the meeting at 11:49 a.m.

Respectfully submitted,

Karen S. Franssen

Karen S. Franssen, 1st Vice President (Acting as Recording Secretary)