



# AFSS North Quarterly Meeting

## Meeting Minutes

June 15, 2012

**LOCATION:** Lakeside Fire Protection District

**HOST:** Leona Lewis, Lakeside Fire Protection District

**ATTENDANCE:**

Joyce Engler	Truckee Fire Department
Valerie Erwin	Cosumnes Fire
Chrissy Flynn	Alameda County Fire
Bev Fuchs	Folsom Fire
Donna Heymans	Rodeo Hercules Fire
Susan Kim	Southern Marin Fire
Leona Lewis	Lakeside Fire Protection District
Jodi Martin	Rescue Fire
Rosa Meyer – via conference call	Watsonville Fire
Sallie Ross-Filgo	South Lake Tahoe Fire
Crystal Smyth	Yocha Dehe Fire
Teri Tucker	Lakeside Fire Protection District

### **Special Presentations**

- Erwin presented Martin with new name badge as corresponding secretary

### **Introductions**

- Leona Allen introduced Teri Tucker from Lake Valley Fire Protection
  - Tucker manages the entire fuels division part time with Lake Valley Fire in addition to defensible space and inspections

### **Training Session**

- Leona Allen from the Lakeside Fire Protection District gave a presentation on Critical Incident Stress Debriefing and Physical Defense.

### **Business Meeting**

- A quorum was established with Rosa on speaker phone

### **Additions/Approval of Agenda**

- No additions to agenda
- Joyce motioned to approved, Bev seconded, all in favor
  - Approved agenda as written

### **Approval of February 17<sup>th</sup> Quarterly Minutes and Treasures Report**

- Susan motioned, Meyer's seconded, all in favor
  - Approved as written

### **Quorum**

- A quorum has been established with Meyer on speaker phone

### **CFCA Section Report**

- Chief Hansen is officially the AFSS Liaison
- Chief Hansen will be the liaison for both the north and the south
- The parent organization will no longer have section chief's and instead will provide a liaison's to the sections
  - The liaison will be on the Cal Chief's E-Board
- The legislative reports are on the Cal Chief's website
  - It is updated each week
- AFSS both north and south will have one legislative representative
  - Our representative is Crystal Smyth

### **President's Report**

- Meghan was unable to attend
- There will be a retirement celebration for John Malmquist
  - The celebration will be held on July 7<sup>th</sup>
    - There is no further information
  - John currently is not aware of the celebration
- We will play a role administratively at the Cal Chief's conference in November
- We are unaware of our participation at this time
- Meghan and Valerie will attend as representative
- Karen and Naomi will be attending from the south
- Shawn Crawford, Valerie and Meghan have been providing assistance
- Lease has been signed for the new Ca Chief's office in Sacramento
- Joint E-Board conference call was held

### **Correspondence Report**

- Martin has nothing new to report

### **Sunshine**

- Sallie has sent cards to:
  - Carol who lost her father
  - Sheri who lost son-in-law
  - Debbie Miller whose son was in a car accident
  - Rosa Doll for a recent knee surgery
- Cards and flowers were sent to Becky Timmer's department and to the services

### **Bylaws**

- Nothing new to report

### **Communications**

- We will be having a Joint Newsletter with the south for September
- We are working on deadlines for submission
- Robin will resigned from AFSS south in December
- Deborah will be retiring in the spring

- These retirements will leave a vacancy in both the north and the south

## **Website**

- Cal Chief's website is in the midst of their revamp
- Phase I will be complete at the 1<sup>st</sup> of the year
- AFSS will be making proposals on what we would like for our site
  - We will be making changes to our website before the big website change

## **Education and Training**

- Position is open and vacant

## **Historical**

- Susan has been scanning pictures
- Susan and Jodi are researching what websites we can use to upload online
- Jodi will be traveling to Cal Chief's in Orville to pick up what have there before they move offices
- Susan to pick up historical information from Carol Abraham

## **Legislative**

- Nothing new to report

## **Meeting Coordinator**

- Delores has given her resignation as of the end of the year
- We have secured locations until the end of the 2012 calendar year
- No locations have been secured for 2013

## **Membership**

- Valerie has been assisting Bev with the membership coordinator position
- The 2012-2013 membership drive is underway
- We really need to let our Chief's know how valuable our organization is
- Electronic payment is available online

## **Ways and Means**

- Coordinator position is currently vacant
- Tumblers and AFSS pens are for sale

## **PRP**

- Meeting was scheduled for yesterday and has been post-poned
- Sylvia Moreno and Valerie Nellis will representing on the committee from the south
- Meeting will be held next week via conference call
  - Everyone is welcomed to attend the conference calls and participate

## **Conference Summary**

- Final report was posted on the website
- Conference survey is posted on the website

- During this last co-located conference with the Ops Section the north was allowed to solicit sponsors. Due to those sponsors the north successfully made a profit at the conference
  - In an effort to fundraise for the 2014 conference we approached the Ops Chief's with an idea that we could maintain the sponsors that attended the 2012 conference and solicit new sponsors and, in return, we would provide them administration support with their 2013 conference
    - The Ops Chief's agreed to the north's proposal and the north will administratively help them with registration before and will provide two members for support at their conference
- Format has not been decided for the 2014 conference
- 2013 Conference will be held will be in Santa Barbara in April and will be hosted by the south
- The conference committee will make a recommendation to the board on what they would like to do for 2014 after they have had time to convene and make some decisions

### **AFSS Logo**

- Both the north and the south agreed that we would go back to using the circle logos
- The south has changed all their documents with the new logo and header
  - North in the process of transitioning to the same documents

### **Reserve**

- E-Board is recommending that we sustain for 3 years of funds in the event of a catastrophic event
  - Supporting an at minimum a E-Board of 6 members
- Submit proposal to the board on what they would like to use the reserve account
  - The board wants to solicit ideas to spend the money

### **Budget**

- There is a new one time fee of \$800 - \$1000 to file new tax exemption form
- Presidents Forum in June 28<sup>th</sup> in Ontario
  - Meghan will be unable to attend Valerie will be attending in her absence
- AFSS Annual conference if we are going to require E-Board attendance AFSS will assistance 50% of their hotel costs at double occupancy
- We need to have an updated brochure
  - We do not want to have a fancy brochure
  - We want something that is easily updatable and can be PDF
- Bev asked to add page numbers to the budget
- Joyce motion to approve to proposed primarily budget, Susan second, all approved

### **Standard Operating Guidelines**

- All the proposed SOG changes are presented on the website
- The E-Board will finish going through the SOGs in July
- E-Board has not updated committee SOGs
- We are proposing adopting the south's practice for life members
  - Implement a \$5 fee and we will be able to track
  - There will be no more nominations the member will approach the board to become a life member
  - We will grandfather in all current life members at a \$0 charge

### **Quarterly Training/Meeting Times**

- Meghan has discussed moving the meeting time to 0900 to expand trainings topics
- All member agreed that they do not want to have the business portion go so long

- There was a proposal to have the business meeting at the E-Board meetings and invite the general membership to attend the E-Board meeting and bring items that need to be voted on to the general memberships
- Joyce proposed action items agenda
- All agreed to make a proposal to move the September meeting to 0900 to have 6 hour training and have an action item agenda

### **Adjournment**

- Adjourned at 1540

Respectfully submitted,

Chrissy Flynn  
AFSS North  
Recording Secretary