



California Fire Chiefs Association
ADMINISTRATIVE FIRE SERVICES SECTION
NORTHERN DIVISION

Minutes
AFSS North E-Board Minutes
Friday, May 4th, 2012

LOCATION: Cosumnes Fire

HOST: Valerie Erwin, Cosumnes Fire

ATTENDANCE:

Joyce Engler	Truckee Fire Department
Valerie Erwin	Cosumnes Fire
Chrissy Flynn	Alameda County Fire
Meghan Scannell	UC Davis Fire
Crystal Smyth	Yocha Dehe Fire
Renee Vetter	San Ramon Valley Fire Protection District

Call to Order – Scannell called to order at 10:18

Additions to Agenda/Approval of Agenda

- No additions to the agenda

Logo

- The Southern Division E-Board met on Friday and Robin presented the North's request to use the circle logo as the official logo and to remove use of the block logo - they agreed.
 - After discussing numerous options, the Board is in agreement that they do not want any manipulation of the logo artwork for a number of reasons:
 - Manipulating the original artwork with the black bar requires multiple versions.
 - Unknown if floating text bar is possible.
 - Requires in-house or outsourced assistance to create.
 - Unknown if a member is capable of manipulating the artwork, and if so, has the time to commit to the project.
 - We have the circle logo artwork in multiple formats (no cost)
 - Logo can be enhanced by other methods without affecting the logo artwork.
 - If the artwork is manipulated are we opening up the same issue of when either the circle or circle in the black bar is appropriate?

- So much time and focus has been placed on the logo in the last few years and so many versions are out there on documents and the website, the Board felt it important to keep it simple (and be consistent) from this point forward.
- The Board's recommendation:
 - Return to the circle logo. Do not attempt to produce a different version of it.
 - Use circle logo for clothing or any other promotional items.
 - Use other methods to enhance the logo (without manipulating the artwork) to provide a professional, clean, and consistent image on all media
 - A template for letterhead and other media can be easily created by anyone in the section. (Robin provided examples of stationary templates in multiple color combinations - I believe that Karen will be presenting a draft letterhead template to Meghan.)
 - I also provided our recommendation that we continue to move forward with development of our web pages on the CFCA site and that future announcements regarding the CFCA redesign would be coming soon; as well as our initial thoughts about our goals and ideas for the website.

Website

- Phase I was to get the main page complete
 - Main page has been completed
- Phase II is updating parent organizations information
- Phase III is working with the sections
- There will be no more admin rights without training and approval for CalChiefs
 - To obtain admin rights it will need to be approved by the CalChiefs E-Board
 - If you have admin rights you will need to attend website standardization at the Cal Chiefs conference annually
- Meghan would like to see a digital membership directory that is searchable behind the log in screen on the AFSS Website
 - Meghan has made a mock database
 - Meghan would like to incorporate the MRD in an Access database
- Valerie would like to use Target Solutions for our PRP
 - Valerie to work with Target Solutions

Joint E-Board Meeting

- Meeting moved from 5-24 to 6-7

September Training Topic

- Due to the negative responses in regards to the Access training at conference Valerie is proposing we change the training topic
- Renee suggests making the meeting just to a business meeting to discuss recent topics
 - Meghan points out that Chiefs may have a hard time justifying sending their Admin to a meeting with no training
- Valerie suggests having a general topic that affects everyone in our general membership

- Valerie to call the seminar company that provides “The Conference for Women” to see if we can have speaker come to our training and the cost involved
- Other training future topics discussed for the future will be Social Networking and Human Resources Law

PRP

- Susan Kim is ready to get started but in light of the situation in the South we will push this back a couple weeks

SOGs

- Joyce received and incorporated proposed changes from Jodi and Renee
- Joyce went through the South’s SOGs as they did a complete revision in 2009
 - She used some of their verbiage in her proposed revisions
- Valerie would like the organization charts to be removed from the SOGs
 - Joyce would like to remove forms from the SOGs
 - These items would be appendixes so that we can update them without needing to update the SOG.
 - Valerie would like to add a glossary of terms
 - Valerie would like to rearrange the order of the SOGs and create a table of contents and an index
- Joyce will make all changes from today’s meeting and send those out to the E-Board
 - E-Board to have conference calls to approve changes and will send out to the General Membership for review and comment.
 - Comments from the General Membership will be reviewed and incorporated by the E-Board if found relevant. The E-Board will vote to approve at their meeting following the General Membership meeting.

Budget

- Renee to send out budget for E-Board review
 - E-Board to approve by Friday, May 11th
 - Budget to be posted on May 15th
- Adjourned at 4:45 pm

Respectively Submitted by: Chrissy Flynn