



# AFSS North E-Board Meeting Minutes

June 3, 2016

**Host:** Wendy Crosthwaite  
**Location:** Sacramento Regional Fire EMS  
10230 Systems Parkway, Sacramento, CA

**Attendance:**

Valerie Erwin..... President / Cosumnes Fire  
Wendy Crosthwaite ..... 1<sup>st</sup> Vice-President / Sacramento Regional Fire/EMS Com. Center  
Joyce Engler .....Treasurer / Truckee Fire  
Nancy Tillotson ..... Recording Secretary / Vacaville Fire  
Gina Hamilton .....(via teleconference)  
Education & Training Chairman / Redwood City Fire Department  
Tramane Soberanas .....(via teleconference)  
Education & Training Chairman / Redwood City Fire Department  
Janice Parker ..... Membership Chairman / Sacramento Regional Fire/EMS Com. Center  
Danette Austin ..... Higgins Fire Department  
Lynda Vargas ..... West Sacramento Fire Department

---

Call to Order: 9:36 am by Wendy Crosthwaite

Additions / Approval of Agenda:

Nancy T. motioned to approve, Wendy C. second, all approved

Approval of E-Board Minutes of Feb. 05, 2016:

Revision requested by Valerie E. – Remove item, “Approval of E-Board Minutes of Jan. 8, 2016”  
Wendy C. motioned to approve with revision, Nancy T. second, all approved

President's Report by Valerie E.

All items will be covered under individual reports

Treasurer's Report by Joyce E.

- February 2016
    - General Fund Balance: .....\$ 5,942.00
    - Conference Account Balance: ..\$ 6,610.00
    - Savings Account Balance: .....\$ 106.00
    - Reserve Account Balance: .....\$ 6,145.00
- February Total: ..... \$ 18,803.00

- March 2016
  - General Fund Balance: .....\$ 5,557.00
  - Conference Account Balance: . \$ 19,186.00
  - Savings Account Balance: .....\$ 106.00
  - Reserve Account Balance: .....\$ 6,145.00

---

March Total: ..... \$ 30,994.00
  
- April 2016
  - General Fund Balance: .....\$ 5,652.00
  - Conference Account Balance: . \$ 21,818.00
  - Savings Account Balance: ..... \$ 106.00
  - Reserve Account Balance: .....\$ 6,145.00

---

April Total: ..... \$ 33,721.00
  
- May 2016
  - General Fund Balance: .....\$ 5,283.00
  - Conference Account Balance: . \$ 8,260.00
  - Savings Account Balance: .....\$ 106.00
  - Reserve Account Balance: .....\$ 6,145.00

---

May Total: ..... \$ 19,794.00

Correspondence Report – Valerie E. reported on behalf of Susan K.

Our group received a lovely thank you note from Gina H., Redwood City Fire, for her baby gifts that were presented during the March 2016 general membership meeting.

1. Old Business

a. June Quarterly Meeting --- June 17, 2016

Excel Training by Carol Spear. This is the same speaker who presented the Excel workshop at the AFSS 2015 Conference in Riverside, CA

Registration 8:30-9:00

Training: 9-12

Lunch ½ hr

Training 12:30-2:30

Business meeting 2:30-4:00

SOG'S, Budget, New board takes the helm.

b. AFSS Conference 2016: Wrap-up

Valerie E. continues to receive excellent feedback from those who have reached out to her (all positive), especially the raffle. The one negative comment has been that the speaker on the last day only presented for 45 minutes, not three hours as scheduled. Some attendees were frustrated for they could have scheduled an earlier flight home.

Approx. \$5,760 left in conference account

Proceeds: Raffle: \$1100.00 50/50: \$193

Valerie E. gave kudos to Gina H. and Tramane S. for the tremendous job they did arranging speakers for conference.

An AFSS scholarship was awarded, but due to an injury it was not utilized. Board discussed where to deposit the monies since this scholarship was paid out of the general budget.

Board would like to deposit the funds into the Carol Abraham Scholarship Account. Unanimous decision to deposit monies into the scholarship accounts if approved by the general membership at the June 2016 meeting. Valerie suggested the SOGs be amended to specify that, in the future, should a recipient be unable to attend and the list of potential recipients has been exhausted, the funds will be put back in the budget for scholarship recipients to be used in the future.

Motion made to reimburse conference speakers \$100 in fuel reimbursement if they did not charge for their services. Proposed recipients: David Gode, Elizabeth Soberanes, Roberto Padilla & Lori Souza. Valerie would like to include this payment with her personal thank you note.

Motion made to pay \$100 each to David Goade, Elizabeth Someranes, Roberto Padilla and Laurie Souza for travel expenses. Include with thank you note from Valerie Erwin. Wendy C. motioned to approve, Joyce E. second, all approved

Wendy C. gave Valerie E. a huge thank you for stepping up and taking over in the middle of planning.

2017 Conference will be held in the south. Conference Chairman is Wendy Nesby. She is exploring holding the conference in Anaheim or San Diego

c. New Website: Documents needed

Susan K. sent a list of items previously requested by Mollie M. Valerie will check with Mollie M. to see which items are still needed.

d. Constant Contact – Newsletter

Currently, Mollie, Valerie, Wendy and Joyce have access to log-on and review data. The Board would like to grant a few additional members access to assist in the maintenance of this great tool. A combined training for Constant Contact and the website will need to be scheduled (for north and south). Both Boards agreed that the newsletter is not being produced at this time.

e. PRP

Valerie and Wendy had the opportunity at conference to speak with Carlina Reynolds (past International president of IAAP) and tap into her thoughts.

Valerie is committed to present a draft program and recommendations for a PRP 1 by the end of June. Valerie believes she is going to be able to present draft recommendations of PRP 1 by 1st of July and hopefully implement those changes as immediately as possible knowing there will need to be a sunset clause on the existing PRP program for those who have already started the old task book and would like to finish under the old guidelines rather than the new.

PRP 2 will be taken on with the direction the south would prefer - keeping PRP 1 and 2 - similar to what they've got now, just updated. Compromise is to move through 1 & 2 quickly (bring them up to date), and suggest the 3rd step be an affiliation (formal or informal) with IAAP's certification program.

IAAP is a portable program, not specific to the fire service, but is a general, professional certification program that we would strongly suggest to members that they become affiliated, or driven toward IAAP's certification program, which also allows for recertification every five years. You don't have to be a member to take their certification program; it's available online. You can sign up, do the certification in the privacy of your own office, and receive certification with the opportunity to renew every five years, which lends itself to continuing education. The general hope of the South is that the Fire Chiefs would see PRP 1 & 2 as valuable to Chiefs and that would result in educational incentive pay for certification. That is not something that is in our power. CalChiefs is not interested in taking this on as an action item.

f. Position Task Books – by Valerie Erwin

Recommends that this item take top priority. This item will assist all incoming Board members.

CREATE GOOGLE STORAGE ACCOUNT – move photos to this site.

2. New Business

a. Draft Final 16/17 Budget - by Joyce Engler

Draft in March 2016. \$7000 rollover not available, only approx. \$4500.

Board reassessed the budget and reduced the proposed budget by \$2500.

Draft final budget will be presented at June 2016 general membership meeting.

Final budget will be presented at the Sept. 2016 general membership meeting.

b. AFSS SOG Update – by Joyce Engler

Joyce reported that the Carol Abraham Scholarship budget amendment will be prepared. Membership Dues amendment will be presented.

- New member, \$65
- Associate member, \$35
- Sustaining member, \$75
- Transferring membership, \$15
- General membership fee after Jan. 1<sup>st</sup>, \$40
- Wording will be modified to read that dues are delinquent on September 1. If registration and payment are not received by September 1, you will be removed from the roster. If you wish to attend the Sept. training, you need to register as a non-member.

c. Audit Report: 2011/2012 –

Board reviewed the audit report It is an unfavorable report with inconsistencies that could not be explained. Steps were taken to correct the issue; although the issues carried over into the next year a bit. Audits since that time are much more favorable. The results of this audit will be presented at the June 17, 2016 meeting for the membership's information.

d. CalChiefs Liaison – by Valerie Erwin

Deputy Chief Mike McLaughlin is now the AFSS liaison to CalChiefs. We will thank Chief Tracy Hansen at the September general membership meeting for her wonderful service.

e. Transfer of Membership –

Janice Parker has been dealing with the question of if an AFSS member retires, can the new hire take over the prepaid annual membership? Board agrees to allow the membership transfer plus a \$15 processing fee to cover the name badge. This will be included in the amended SOGs.

f. 16/17 Membership Campaign –

The sooner the membership invoice is sent out, the better, to give members as much time as possible to prepare for their payment to be sent. Janice was asked to see if it can be sent out via Constant Contact as an "event" or with the forms attached and have them sendable from the email. Ideally, they will be sent to two receivers (Janice and Joyce).

g. Proposed Meeting Dates – 2016/2017

Schedule of proposed meeting dates through June 2017 was handed out to those present and reviewed.

h. Conference 2018 --

Chrissy Niven is current Conference Chairperson. Wendy will reach out and see if she is interested in staying on in that role. It's time to start thinking about potential locations now since it takes a full 6-9 months to work out the schedule with speakers, etc. and ideally the location can be announced at the 2017 conference.

3. Committee Reports –

a. Bylaws – Joyce Engler

Keepers of the document are Joyce Engler (North) and Valerie Nellis (South).

b. Communications – Mollie Meyer

- ① Newsletter, new Board to decide if this will be continued
- ② Website, Shawn Crawford has resigned as webmaster for the North
- ③ Facebook,

c. Education & Training – Gina Hamilton & Tramane Soberanes

A request of interest will be made at June general membership meeting to see if anyone is interested in taking on this assignment. Gina & Tramane will continue as needed. They are also available to be mentors.

Gina H. suggests that from this point forward, we need a signed contract from all guests speakers. Valerie has a sample contract for speakers from CFED. Valerie will forward to Gina to create our own contract with all speakers; quarterly and conference.

- Sept. 16, 2016 – Roy Camp / Cyber Security
- Dec. 2, 2016 – Mary Kimball Smith FLSA
- March 17, 2017 –
- June 16, 2017 – Breanna Medina (Emergency Management) – may be moved to March 2017.
- Sept. 15, 2017 –
- Dec. 2017 – Leadership

Gina and Tramane asked if we have any class suggestions for future meetings - appropriate business writing, grammar tips, how to keep emails professional, etc. (a la Fred Pryor).

d. Historical – Jodi Martin & Susan Kim

Nothing at this time.

e. Legislative –Meghan Scannell

Nothing at this time.

- f. Meeting Host Coordinator – Jodi Martin  
Nothing at this time.
- g. Sunshine — Chrissy Niven is current Chairman  
Susan Kim will be assisting as needed, especially while Chrissy is on maternity leave. If you are aware of anyone going through any difficulty, or with something to celebrate, please notify the sunshine Committee so they can send out a card.
- h. Ways and Means – Lori Gay  
2016 Conference items will be available for purchase.  
Wendy C. will request from Lori Gay an inventory of the items we currently have.

Identification of items for next meeting  
None

Good of the Order  
None

Adjournment 3:22 pm

Recorded by,

*Nancy Tillotson*

Nancy Tillotson  
AFSS North, Recording Secretary