



ADMINISTRATIVE FIRE SERVICES SECTION • SOUTHERN DIVISION

## Executive Meeting Minutes January 29, 2010

### AFSS Executive Board Meeting Minutes

*January 29, 2010  
Fallbrook, California  
9:00 a.m.*

#### **Board Members Present**

Christine Flores – President  
Becky Timmers – 1st Vice-President  
Valerie Nellis – 2nd Vice-President  
Darilyn O'Dell – Recording Secretary  
Karen McCoy – Corresponding Secretary  
Renaë Rasmussen – Treasurer

#### **Board Members Absent**

Chief Michael Antonucci – Liaison Chief

- A. **Call to Order** – President Flores called the meeting to order at 9:13 a.m.
- B. **Additions to the Agenda** – No additional items were added to the agenda.
- C. **Meeting Decorum** – President Flores stressed the importance of the need for Board Members to have their opinions heard. Board members need to be mindful not to talk over other members.
- D. **Approval of the November 5, 2009 Executive Board Meeting Minutes** – Upon a motion by Karen McCoy, seconded by Valerie Nellis and unanimously carried, the minutes of the November 5, 2009 Executive Board Meeting were approved as submitted.
- E. **Approval of the November 6, 2009 Joint Executive Board Meeting Minutes** – Upon a motion by Karen McCoy, seconded by Valerie Nellis and unanimously carried, the minutes of the November 6, 2009 Joint Executive Board Meeting were approved as submitted.
- F. **Review of the December 8, 2009 Quarterly Meeting Minutes** – Upon a motion by Karen McCoy, seconded by Valerie Nellis and unanimously carried, the minutes of the December 8, 2009 Quarterly Meeting were approved as submitted.
- G. **Section Chief Report** – Chief Antonucci was not present and did not forward a report.

H. **Conference Call with the Northern Division Executive Board** – The Executive Boards discussed the following items:

1. John Malmquist, Executive Director of Cal Chiefs offered the opportunity to combine the AFSS Conference with the Cal Chiefs Conference for a cost of \$125. After discussion, it was decided to keep our conference separate at this time.
2. Strategic Plan – Three Goals
  1. Enhance and Strengthen Networking – Reach out to like organizations (Metro Chiefs, Fire District Association, etc.) Joyce Engler and Becky Timmers to take lead.
  2. Combined Membership Database – Committee with representatives from both Northern and Southern Divisions to establish a survey and create a database with member information to include proficient skills and specialty software.
  3. Funding for Conferences and Quarterly Meetings – Subsidy for quarterly meetings and scholarship for conference was discussed.
3. Spring Joint Executive Board Meeting will be a conference call on Friday, April 23.

I. **Committee Reports**

**Bylaws Committee** – Barbara Altizer (South Pasadena-Retired)

No report was provided.

**Communications Committee** – Robin Brock (Rancho Cucamonga)

The following report was submitted: The New Member edition of the Fire Circle was updated in December with current information and sent to the Membership Committee to include in their new member packets. An email was sent to the Committee asking for feedback relating to an email sent to Mikel Bullis regarding our website, no replies have been received. We are still updating the membership database we established.

**Conference Committee** – Darilyn O'Dell (San Miguel)

There is nothing new to report at this time.

**Education Committee** – Kathy Ford (North County)

No report was provided.

**Historical Committee** – Joyce Becker (Ontario)

The following report was submitted: Pictures were taken at the December quarterly meeting held in Orange County Fire Authority and uploaded to Snapfish. New members' emails were added to the Snapfish contacts. An AFSS viewing room has been added to Snapfish so that all albums could be placed in the one room and notifications be sent when new pictures or albums are added.

**Membership Committee** – Liz Dibb (San Miguel)

The following report was submitted: We currently have a total of 122 members.

**Ways & Means Committee** – Sylvia Moreno (Hermosa Beach)  
Ronda Guillaume (Cathedral City)

No report was provided.

- J. **Bylaws Addendum to Discuss at Joint Executive Board Meeting** – Valerie Nellis will be adding the final wording to the Bylaws which will be presented for approval at the Joint Executive Board meeting in April.
- K. **SOG Revisions** – Valerie Nellis will send out an email to the Committee Coordinators asking for them to review and revise the Appendix as necessary as it relates to their committee.
- L. **Charitable Contributions** – Treasurer Renae Rasmussen reported that she did not receive any requests for the quarterly charitable contributions. The \$100 contribution will roll over to next quarter.
- M. **Installation of Incoming Officers** – President Flores reported that with the postponement of the conference we will need to schedule a time to install the incoming officers of the Executive Board. After discussion, the installation will take place at either the end of the March quarterly meeting or at the beginning of the June meeting.
- N. **Review of Cal Chiefs Strategic Planning Session** – President Flores gave an overview of the Cal Chiefs Strategic Planning Session she attended with 1st Vice President Becky Timmers. The key points were: Cal Chiefs goals, communications, proactive in politics, operations section, funding sources, Prop 172, and pension reform. The AFSS brochure was presented along with the annual report. The annual reports of other sections were also reviewed.
- O. **Discuss See's Candy Fundraiser** – Treasurer Rasmussen reported that there was a profit of \$365.15 from the 2009 See's Candy Fundraiser.
- P. **Discuss Charitable Donation Process** – Treasurer Rasmussen shared an email she received from Robin Brock regarding the charitable donation process. It was suggested that we review the wording in the SOGs to award the funds to a burn camp if no requests are received for a quarter. This item will be added to the agenda of the March quarterly meeting to have input from the membership.
- Q. **Round Table**  
Renae Rasmussen – AFSS tax returns were filed with the IRS in February.  
Becky Timmers – Thanked everyone for the cards and her spa day.
- R. **Adjourn** – With no further business to be brought forward, President Flores adjourned the meeting at 2:55 p.m.

*Darilyn O'Dell*

Darilyn O'Dell  
Executive Board, Recording Secretary