



Administrative Fire Services Section

California Fire Chiefs Association Southern Division

AFSS Executive Board Meeting *November 7, 2007* *Corona Fire Department Administrative Offices* *9:00 a.m.*

Board Members Present:

Sylvia Diaz – President
Christine Flores – 1st Vice President
Becky Timmers – 2nd Vice President
Lisa LeCates – Treasurer
Darilyn O'Dell – Recording Secretary

Board Members Absent:

Roberta Mirzayans – Corresponding Secretary
Chief Paul Benson – Section Chief

- A. **Call to Order:** President Diaz called the meeting to order at 9:00 a.m.
- B. **Additions to the Agenda:** Nothing additional was added to the agenda.
- C. **Review of August 3, 2007 Executive Board Meeting Minutes:** Upon a motion by Becky Timmers, seconded by Lisa LeCates and unanimously carried, the minutes of the August 3, 2007 Executive Board Meeting were approved as amended.
- D. **Review of September 11, 2007 Quarterly Meeting Minutes:** Upon a motion by Christine Flores, seconded by Sylvia Diaz and unanimously carried, the minutes of the September 11, 2007 Quarterly Meeting were approved as amended.
- E. **Review of Agenda for September 11, 2007 Quarterly Meeting:** The Board reviewed and approved the draft agenda for the December 14, 2007 quarterly meeting. The education topic is "Leadership Skills: Being the Best in 2008" presented by Andrea Cutler, Human Resources Director, City of Santa Fe Springs.
- F. **Charitable Contributions:** Treasurer Lisa LeCates presented ten requests for donations that were received from the membership. Upon discussion, the Ramirez Family was selected to receive this quarter's charitable contribution.
- H. **Committee Reports:**
Bylaws Committee – Barbara Altizer provided the following written report: It has become necessary to revise the Bylaws and here is some suggested wording for the changes: "Any member in good standing prohibited from voting by these Bylaws shall be granted voting

privileges as a result of active involvement as a committee member or committee coordinator.” Unfortunately, I have tried numerous times to contact Valerie Erwin, the Bylaws Coordinator for the North, and have not been successful in speaking with her. As soon as the changes are made, the Bylaws will be brought back to the Sections for approval.

Communications Committee – Darilyn O’Dell reported that all articles are needed no later than December 5 to be included in the Winter Issue of the Fire Circle.

Conference Committee – Darilyn O’Dell gave an overview of the 2008 Conference.

Education Committee – Celia Contreras provided the following written report: with input from Santa Fe Springs Division Chiefs, Chris Crispo and Scott Goodwin, she was able to develop a variety of educational topics for future AFSS quarterly meetings. For the December quarterly meeting, she worked closely with Ronda Guillaume, Cathedral City, to develop a lively, energetic and inspiring meeting. Carrying on the theme of our 2007 Conference “Being Inspired” we hope to inspire our members to all the possibilities a new year brings.

Historical Committee – Joyce Becker provided the following written report: We are continuing to archive the documents as normal. Some members have sent me pictures for the directory but we still need many of the membership to have their pictures taken at the next meeting or to email me a picture. Please make sure that the picture is in the portrait position so that all the pictures in the directory can be uniform. Also, please remember to forward me any new email addresses or change in email addresses so we can keep the Snapfish database current.

Membership Committee – Terrie Villalpando did not provide a report.

Ways and Means Committee – Amy Lidster did not provide a report.

- I. **Section Chief Report** – Chief Benson was not present and did not provide a report.
- J. **AFSS Tax ID** – Lisa LeCates reported that there is a \$750 application fee to process a 501(c)3 tax identification number. She has been receiving emails from the Ad-Hoc Committee and hopes to have an action plan brought before the Executive Board at the February meeting.
- K. **Conference Checking Account** – The Executive Board discussed the need to have separate checking accounts for the Division and Conference. After discussion, it was determined to have only one checking account for the Southern Division.
- L. **Training Symposium (Fresno) Registration** – Sylvia Diaz gave an update on the Training Symposium.
- M. **Legislative Task Force Representative** – Deloris Osby, Gilroy Fire Department was unable to attend the meeting. It was not certain why the alternate (Celia Contreras, Santa Fe Springs Fire Department) was not notified.
- N. **2008 Conference Update** – Everything is running smoothly. The Executive Board discussed and agreed to include the cost of breakfast in the hotel room charge.

- O. **Member of the Year** – Becky Timmers reported that they received multiple nominations but for only two members. After discussion, Terrie Villalpando was selected as the 2007 Member of the Year.
- P. **Executive Board Elections** – Becky Timmers reported that no one accepted nominations for either position, Corresponding Secretary or 2nd Vice President. She and Christine Flores made phone calls and Karen McCoy agreed to accept the position of Corresponding Secretary. Nominations will need to be taken at the December quarterly meeting for the position of 2nd Vice President
- Q. **AFSS (North and South) Membership in Excel Spreadsheet** – After discussion, Sylvia Diaz reported that she will contact the Northern Division President to determine the reason behind the same format.
- R. **Northern and Southern Division Brochures** – Sylvia Diaz reported that she is waiting for information from the Northern Division. If she doesn't hear back we will proceed with creating our own brochure.
- S. **Other Communication** – Discussion regarding: (1) when charitable donations checks are not cashed by the six month period, do we reissue or void? (2) Bank CD's what can we do with the money? (3) Can we create an account with Office Depot?
- T. **Adjourn** – With no further business to be brought forward, President Diaz adjourned the meeting at 2:15 p.m.

Darilyn O'Dell

Darilyn O'Dell
Executive Board, Recording Secretary