

	<p align="center"><b>California Fire Chiefs Association</b>  <b>ADMINISTRATIVE FIRE SERVICES SECTION</b></p> <p align="center"><b>JOINT NORTHERN &amp; SOUTHERN DIVISION EXECUTIVE  BOARD MEETING MINUTES</b>  <b>Tuesday, April 17, 2007</b>  <b>9:00 AM</b></p>
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**LOCATION:** Embassy Suites Hotel  
South Lake Tahoe, CA

**ATTENDANCE:**

ALTIZER, Barbara	Bylaws Coordinator - North
BEVILLE, Sue	President – North
CRAWFORD, Shawn	Communications – North
DIAZ, Sylvia	1 <sup>st</sup> Vice President – South
ENGLER, Joyce	Corresponding Secretary – North
FORD-BRODERSEN, Kathy	Recording Secretary – South
FLORES, Christine	2 <sup>nd</sup> Vice President – South
FRANSSEN, Karen	1 <sup>st</sup> Vice President – North
FUCHS, Beverly	Recording Secretary – North
GLICK, Kathy	Historical Committee Chair
HOOVER, Linda	Historical Committee Chair
MALETTA, Trudy	Trng Symposium Registration Rep
MIRZAYANS, Roberta	Corresponding Secretary – South
O'DELL, Darilyn	Conf. Committee Chair – South
PEARSON, Lynn	Trng Symposium Registration Rep
RAMIREZ, Dora	Treasurer - North
ROSS, Sallie	Conf Committee Chair – North
SCOTT, Mary	President – South
SMITH, Michael	Section Chief – North
TIMMERS, Becky	Treasurer – South
TUVELL, Susan	Bylaws Coordinator

- 1. Call to Order:** President Mary Scott called the meeting to order at 9:10 A.M.
- 2. Additions to Agenda:** Voting Privileges
- 3. Approval of October 1, 2006 Joint E-Board Minutes:** Minor edits noted.  
M/S/C Becky Timmers, Sue Beville
- 4. Section Chief Reports:**
  - A. Fire Chief Paul Benson, Chino Valley Independent Fire District was unable to attend due to family commitment.

B. Fire Chief Michael Smith, Fairfield Fire Department. Chief Smith reported that Chief Mark Revere resigned as Section Chief. Chief Sheldon Gilbert has assumed role and will finish out term and extend into new term.

5. **AFSS Tax ID:** Chief Malmquist has requested that **both Northern & Southern Divisions acquire individual tax I.D. numbers.** Becky Timmers recommended two separate checking accounts. (Close existing account and create two new accounts.) This issue, including sales tax, should be addressed with a tax accountant. It was agreed both divisions will establish separate tax ID's; non-profit numbers and checking accounts. M/S/C Sylvia Diaz; Joyce Engler.

In relation to separate checking accounts – no splitting of profits. New motion to approve separate Division checking accounts. The Division that hosts conference will be fiscally responsible for any profit or loss. M/S/C Sylvia Diaz, Joyce Engler

Approval of separate Division tax ID and non profit numbers. M/S/C Sue Beville; Dora Flores

Annual discussion will occur at Joint E-Board meeting each year to determine the cost of registration for upcoming conference. M/S/C Becky Timmers, Sue Beville

6. **Bylaws Coordinators (Maintenance of Master Document):** Southern Board agreed that Northern Board maintain master Bylaw document. This will provide for consistency of updates . (**Valerie Erwin and Barbara Altizer to discuss the understanding**). Final determination to be made.
7. **Voting Privileges:** Voting Privileges should be given to any member actively involved in a committee. Modify to include retired members. Add item to individual Division agendas. Mary Scott submitted wording: Voting privilege shall be given to any member actively involved in a committee regardless of membership status.

- 8. Cal Chiefs Annual Conference Registration:** Need to establish the number of AFSS participants needed. Sally Ross and Sue Beville volunteered from Northern Division. A minimum of four people will be needed. Tammy Bergstrom should be contacted to get her input. It was suggested that those who volunteer should brainstorm with a conference call the month prior to the conference.
- 9. Training Symposium (Fresno) Registration:** Shawn Crawford spoke of coordination that was done prior to the event. Shawn stated that for future registrations, some work could be done in advance. Registration assistance would handle changes and nametags, printing certificates, runner, etc. Check in would require two people (Sunday night, Monday morning). Tuesday, Wednesday, Thursday would only require one person. **Lynn Pearson will get contact information from Shawn Crawford and discuss it.** Currently, we would need two additional volunteers. Sylvia Diaz may be able to assist. It was agreed that we should get a contract in writing as to clarify the understanding. Some items to address: food, transportation, lodging for two members all week and two for Sunday/Monday. Suggested asking \$3,000 - plus lodging, expenses. A benefit to AFSS would be their assistance with future speakers. (Symposium is second week of November.)
- 10. EMS Section Registration:** Sylvia Diaz spoke of event being held May 1-4 in Pachanga – similar to Training Officers Symposium. A request was sent to Southern members to see if they were interested in volunteering – due to short notice we could not commit. Suggestion that we should consider a contract for future participation. Christine suggested a generic contract to have similar agreements with all. Becky Timmers stated the affiliation with AFSS is what makes the difference in the agreements.
- 11. Fall Joint AFSS Board Meeting / Strategic Planning Meeting:** It was agreed that there is no need for fall Joint Eboard meeting.
- 12. AFSS (North and South) Membership in Excel Spreadsheet:** Southern Division membership committee will work on putting membership list in Excel format. **Mary Scott will pass this direction on.**

- 13. Other Conferences (i.e., FDAC) the Same Week as the AFSS Annual Conference:** Darilyn will notify FDAC of AFSS 2008 conference date. It was agreed that there will always be conflicts with other concurrent events but we should be cognizant.
- 14. Conference v. Workshop Title for AFSS** Title to remain "Conference". Those individuals that may have difficulty registering should contact current year conference committee chair, who will be able to accommodate individual requests.
- 15. AFSS Informational Brochure:** Discussion was held about one brochure for North and South and split cost. Include testimonial from both Section Chief's. Communicate with Donna Heymans to include P.R.P. information. It was suggested that the two Division membership committee chairs should get together and update recruitment brochure. An emailed draft should be provided to executive board for approval. It was also suggested that we make this brochure accessible on the website as well.
- 16. Cal Chiefs Legislative Day (May 1 and 2, 2007):** Sue Beville, Joyce Engler and Christine Flores will be attending.
- 17. Northern/Southern Committee Coordinator Updates:**
- A. Bylaws:
    - North: Valerie Erwin will be assuming Northern Division responsibilities.
    - South: Barbara Altizer expressed appreciation to Linda Benson for her work on bylaws. Nicely done.
  - B. Communications North- Crawford – Website to be upgraded. Online registration worked well. Credit card option should be removed. If South could also upgrade to this option it would greatly assist in future registrations.
  - C. Conference: **(North)** Sally Ross reported – "It's here!" Heavenly has offered 2 for 1 tickets for attendees valid April 18<sup>th</sup>-20<sup>th</sup>. Horizon Casino has donated 100 magic show tickets for Wednesday night (7:30 p.m.). Tickets will be handed out at entrance prior to show time. **(South)** 2008 Conference dates to be April 22 – 25<sup>th</sup> @ Sheraton Anaheim.
  - D. Education & Training: **(North)** – Linda Hoover – Speakers are planned for rest of year. **(South)** – Sylvia Diaz says committee (only 2 members) is working on topic speakers.

- E. Historical: **(North)** – Kathy Glick spoke of preservation of photos on website (Snapfish). **(South)** – Sylvia Diaz stated that old photos are being archived.
  - F. Meeting Coordinator: **(North)** – Shawn Crawford stated Barbara Safford is working on 2008 venues. Barbara Safford is slowly recovering and has additional medical appointments. We miss her presence. **(South)** – Barbara Altizer spoke of injury to \_\_\_\_\_ fractured her ankle and is incapacitated at this time.
  - G. Membership. **(North)** – Nothing; **(South)** announced they have three new members.
  - H. Quarterly Meeting Ad Hoc: REMOVE THIS ITEM – not applicable
  - I. Sunshine: **(North)** – nothing; **(South)** – n/a
  - J. Ways & Means: **(North)** - n/a; **(South)** - Amy Lister will be offering new items to sell (water bottle, business card holder with logo)
  - K. Ad Hoc Committees – n/a
- 18. Submission of Minutes:** **(North)** – Distribute draft to E-Board within 2 weeks. North President to then forward to South President within 2 weeks – total of one month total. South agrees to this timeline.
- 19. Good of the Order/Round Table:** Karen Franssen – announced at last membership meeting that she has accepted a new job and this will most likely be her last meeting. Beverly Fuchs – Folsom Fire Chief Eric Dutton retiring 11/07, final selection interviews are being conducted. Her department has hired Fire Marshal from LA County – John Haberek, and are currently recruiting for 3-4 Firefighter/Paramedics. Joyce Engler – excited to begin her tenure as President; Susan Tevell excited to start her position as Vice President; Shawn Crawford said one of their firefighters have left to CDF; Linda Hoover stated they have four new recruits; Kathy Ford-Brodersen gave thanks to all; Barbara Altizer – they currently have an interim chief; Roberta Mirzayans stated that her chief supports her attendance in AFSS. Becky Timmers' department is hiring new BC's – external candidates are applying. Mary Scott stated that Chino has a beautiful new building planned. This is her last E-Board meeting and gave thanks to all for supporting her. Sylvia Diaz stated her department has experienced a lot of injuries, her chief has turned in resignation, they have no assistant chief and new assistant chief will work as interim chief. Sue Beville stated that their Academy began March 1. Chief Smith stated that Fairfield has four retired positions to be filled. They have also requested three additional positions to staff truck on all shifts.
- 20. Adjournment:** 11:32 a.m. M/S/C Sue Beville, Joyce Engler.