



California Fire Chiefs Association  
**ADMINISTRATIVE FIRE SERVICES SECTION**  
NORTHERN DIVISION

Minutes  
AFSS North Quarterly Meetnig  
Friday, February 17<sup>th</sup>, 2012

**LOCATION:** Dublin City Hall

**HOST:** Sue Beville and Chrissy Flynn, Alameda County Fire

**ATTENDANCE:**

Sue Beville	Alameda County Fire
Shawn Crawford	Meeks Bay Fire
Rosa Doll	Alameda County Fire
Valerie Erwin	Cosumnes Fire
Joyce Engler	Truckee Fire Protection District
Chrissy Flynn	Alameda County Fire
Linda Harlow	Corte Madera Fire Dept.
Lara Kelley	Sacramento Metropolitan Fire District
Susan Kim	Southern Marin Fire
Jodi Martin	Rescue Fire
Mollie Meyer	Sacramento Metropolitan Fire District
Sallie Ross-Filgo	South Lake Tahoe Fire
Barbara Safford	Sacramento Metropolitan Fire District (Retired)
Meghan Scannell	UC Davis Fire
Renee Vetter	San Ramon Fire

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**Call to Order** – Sallie called to order at 1028

**Introduction**

- Chief Sheldon Gilbert and Chief Demetrious Shaffer of the Alameda County Fire Department welcomed everyone to Dublin.

**Cal Chief's Update – Chief Shaffer**

- Chief Shaffer will be focusing on the inward communications within the Cal Chief's organizations whereas Chief Gilbert focused outside with legislation
- Chief Shaffer believes and is going to strive to achieve better internal communications between the parent organization and the different sections of Cal Chief's

- Chief Shaffer believes that each section should be aware of what the parent organizations E-Board is doing
- The Cal Chief's E-Board is currently meeting once a month
- Chief Shaffer is working on filling two seats on the E-Board
- There is a Full Board conference call quarterly which consists all the section presidents and liaisons
- There is a President's Forum quarterly to which all section president's are invited to attend
- The Full Board's contact information is now available on the Cal Chief's website so they are now easily accessible
  - The Mission/Vision/Values statements have been updated and they are on the website
- Cal Chief's is currently focusing on revamping the Annual Conference and redoing the website
  - Cal Chief's is currently exploring the use of social media
- John Malmquist has retired after fulfilling the role of Cal Chief's Executive Director for 14 years
  - Cal Chief's is forever grateful to John because when John took over Cal Chief's was in terrible financial shape and John turned that around and now Cal Chief's spends smartly
- The Executive Director position had an open recruitment all applicants were vetted, and interviews were conducted
  - A recommendation has been sent out to all the Cal Chief's sections to hire Eric Dutton who is a retired Folsom Fire Chief
    - The recommendation stated a March 1<sup>st</sup> start date
  - The Cal Chief's offices will be moving from Oroville to Sacramento but no office space has been procured yet
- The Cal Chief's Annual conference will be held in Sacramento this year
  - A possible venue is the Sacramento Sheraton downtown with an anticipated conference date in September or November

### **Training Session**

- Chrissy Flynn from the Alameda County Fire Department gave a presentation on DMV Code Compliance for the Fire Service

### **Business Meeting**

- Meghan called the Business Meeting to order at 1:35 pm

### **Additions to Agenda/Approval of Agenda**

- Jodi motioned, Joyce seconded the approval of the agenda. Motion was passed.

### **Approval of December Quarterly Minutes**

- Susan motioned, Valerie seconded minutes approved as written. Motion was passed.

### **SOGs**

- The E-Board would like reinstated funding for departing E-Board members to receive plaques

- The departing E-Board member has the option to receive a plaque or decline a plaque
    - Jodi motioned, Chrissy seconded, all in favor- motion passed.
- The E-Board decided that they wanted to remove that the conference coordinators conference fees are waived
  - The general membership wants to keep this flexible as we don't have many volunteers and we wouldn't want to turn away an individual who wanted to be coordinator because their agency won't pay the costs of the conference
- There was a change to go from designated days (i.e. Monday, Tuesday) to Day 1, Day 2 in regards to conference
- The proposed changes will go out to the general membership and approval will be tabled until the next quarterly meeting
- E-Board would like to propose a change in the Vendor Sponsorship to be flexible as the dollar amount mentioned in the current SOG is far less than we are charging at this year's conference
  - Jodi motioned, Susan seconded, all approved -motion passed.
- Linda brought up that these need to be put on the website for the general membership to review
  - Valerie read the adoption of SOGs and is approved by the E-Board
  - We should not vote on the SOGs at this meeting as approval of these is done by the E-Board
  - The membership would to amend the guidelines to include general membership into the review of the SOGs
- Joyce Engler, as the SOGs coordinator, proposed a new SOG at the request of the E-Board. Executive Board Discretionary Spending Allowance would state that the E-Board has the authority of a non-budgeted discretionary spending allowance of reserve funds not to exceed \$250.00 per occurrence with a maximum of \$1000.00 per year and the E-Board shall make a vote on all spending and make the general membership aware of the expenditures at the general membership meeting immediately following the expenditure.
- Joyce Engler also proposed a new SOG, at the request of the E-Board, relating to financial liability. The proposed SOG states that any member expensing or taking on liability on behalf of AFSS in an amount over \$1000.00 must obtain E-Board approval prior to becoming contractually obligated.
  - Jodi would like to add this to the Bylaws and Jodi would like to add a personal penalty.
  - Renee would like us to talk to the parent organization about this as she feels there is legal language that needs to be drafted for this

### **CFCA Section Chief Report**

- Chief Hansen was not present.

### **President's Report**

- Legislature acted on two year bills on January 31<sup>st</sup>
  - No bills among those considered affect Cal Chiefs
- Pull up document from Cal Chief's website
- Chief Trauernicht will be asking each section for suggestions to the website functionality
- The President's Forum was held the day preceding the strategic plan meeting

- Valerie Nellis from the South and Chief Hansen were able attend with Meghan
- The newest AFSS Strategic Plan is on the AFSS website
- The President's Forum will be held quarterly and will alternate between the North and South

### **Treasure's Report**

- Jodi mentioned that the spreadsheet on the website is from August
  - Sue requested that an updated budget be posted to the website
- We are \$950 short of what we expected from Annual Membership dues
- We are \$1000 short of what we expected to receive from quarterly meeting attendance registrations
  - Many of our quarterly meetings have had no associated expenses, as there were no trainer fees and/or the hosting department paid for the cost of meals (i.e. Alameda County Fire and San Ramon Valley Fire Protection District)

### **Correspondence Report**

- Nothing new to report

### **Committee Chair Reports**

- Susan has been waiting for the South to approve the second version of the MRD
  - The general membership agreed to move forward with posting the MRD to the website
    - Shawn suggested sending the South an email letting them know it will be posted
- Jodi asked about the approval of her scanning, external hard drive, and materials for the historical committee
  - Jodi reviewed what the South was doing in regards to historical and the E-Board agreed to adopt the South's practices
  - Meghan would like to incorporate this into the 12/13 budget
    - Susan Kim motioned to approve, Linda Harlow seconded, all approved
- Ways and Means was zeroed out for the year and was to be revisited during pre-conference planning
  - Valerie is asking for \$1000.00 to purchase items for purchase at conference
    - She would like to purchase tumblers and pens
      - \$1000 was approved by the majority
- The South is bringing their Ways and Means which include wine openers, first aid kits, and thumb drives
- Joyce suggests that requests for money needs to be added to future agendas under presentation items
  - The membership agreed with the suggestion

### **Conference Scholarship**

- The item was taken out of the of budget by the E-Board when the FY 11-12 budget was initially drafted
  - The E-Board voted in December to put the item back in the budget and the scholarship was reinstated

- All those who attended a quarterly meeting in June 2011, September 2011, December 2011, and February 2012 had their names placed in the drawing once for each of those meetings attended
- Valerie won the Conference Scholarship for her conference registration
- Mollie Meyer is the recipient of the first time attendee scholarship

### **Strategic Plan**

- AFSS' Strategic Plan will be posted to the website

### **PRP Revision Committee**

- The South collected information on their wants and needs
- A conference call will be set up very soon and details will be available through the website as well as through a fan out

### **Conference Update**

- Conference is in 23 days
- The conference committee visited the hotel two and half weeks ago and worked on logistics
- The hotel is currently being renovated and will be completed by the conference
- We have 5 confirmed vendors at \$1500 and one confirmed \$500 sponsor on inserts bringing our current sponsorship total to \$8000
  - We still have a couple vendors still working out details with their management so we may have more in sponsorship
- Valerie will work on getting our table runner from the south for our registration table

### **Roundtable**

*Linda Harlow*

- March is Colon Cancer awareness month

*Susan Kim*

- Thanked the E-Board for all their hard work

*Lara Kelley*

- Thanked everyone for the baby shower

*Meghan Scannell*

- UC Davis has dissolved the consolidation with the City of Davis effective February 1<sup>st</sup>
  - Chief Trauernicht is now the UC Davis Fire Chief

*Jodi Martin*

- El Dorado County having a lot of financial issues
  - El Dorado County Prop 172 doesn't give any of the funds to fire

*Barbara Stafford*

- Just got back for a wonderful from 2 week vacation in Florida

*Sue Beville*

- Emeryville Fire will be consolidating July with ACFD

### **Adjournment**

- Meeting was adjourned at 3:09 pm