



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

**Minutes**  
**Executive Board Meeting**  
**April 12, 2011**

**LOCATION:** La Quinta Resort

**BOARD MEMBERS PRESENT:**

President Beverly Fuchs, First Vice-President Sallie Ross-Filgo, Second Vice-President Lara Kelley, Treasurer Jodi Martin, and Recording Secretary Shawn Crawford

**BOARD MEMBER(S) NOT PRESENT:**

Corresponding Secretary Crystal Smyth

**ALSO PRESENT:**

Incoming President Meghan Scannell, and Incoming Treasurer Renee Vetter

**1. CALL TO ORDER**

The meeting was called to order at 3:40pm by President Fuchs

**2. ADDITIONS TO/APPROVAL OF AGENDA**

It was moved by Jodi Martin and seconded by Lara Kelley to approve the agenda as presented. The motion passed unanimously.

**3. APPROVAL OF MINUTES**

**A. EXECUTIVE BOARD MEETING**

It was moved by Jodi Martin and seconded by Sallie Ross-Filgo to approve the Executive Board Meeting minutes dated January 28, 2011, as presented. The motion passed unanimously.

**4. TREASURER'S REPORT**

Jodi Martin presented the Treasurer's Report to the group. She noted that we received \$250 from the Southern Division because Melissa Vink was unable to attend conference.

Sallie Ross-Filgo informed the Board that there was an overage of \$107 in Awards budget, due to an error on plaques and they needed to be re-done.

It was moved by Jodi Martin and seconded by Lara Kelley to pull \$82 from Misc. and \$28 from Sunshine to cover the overage. The motion passed unanimously.

**5. SECTION CHIEF'S REPORT**

Chief Hansen was not present



**6. PRESIDENT'S REPORT**

Beverly Fuchs stated that this was her last meeting as President, and she had mixed feelings about leaving the board. She is anticipating a smooth transition of the Executive Board Members.

Shawn Crawford informed the Board that she gave Chrissy Flynn the AFSS laptop at the previous quarterly meeting. Although Chrissy probably would not be using the AFSS laptop, she was asked to maintain possession of it, as the Recording Secretary.

Beverly requested that each of the board and committee members provide a list of AFSS property they currently have in their possession. The list will be maintained by. . .

**7. BUSINESS**

**A. PRE-CONFERENCE WORKSHOP**

At the quarterly meeting Sallie Ross-Filgo and Shawn Crawford presented the idea of holding a one-day, pre-conference workshop prior to the conference. There appeared to be a positive response to the idea. However, considering the possible reduction in the number of attendees, and the fact that we are looking at the entire conference being "general session," there may not be a need to hold a separate, pre-conference workshop.

Shawn also commented that she received really positive responses from the survey which Sallie had distributed at the last quarterly meeting. This might be the best way to pose questions to the membership. This opened up the topic of quarterly meetings and training topics, and increasing attendance. A couple of ideas included:

S Extending the length of the training topics at quarterly meetings and possibly reducing the business portion.

S Invite our Chiefs to the meeting, thereby making them our advocates amongst other Chiefs.

**B. JOINT CONFERENCE WITH OPERATIONS SECTION (*DISCUSSION*)**

As an option to reduce conference costs next year, there is a possibility of combining our conference with the Operations section. They will be holding their conference at Embassy Suites-Monterey in March 2012, and Shawn has heard they are open to the idea of combining the two conferences, although she has not yet contacted them.

Shawn asked the Board if they would like her to pursue this idea, and should we discuss it with the Southern Division to hear their thoughts?

The Board will discuss the idea with the Southern Division.

**C. DISCUSSION - ACTIONS TO INCREASE MEMBERSHIP/REVENUE**

Discussed the idea that increasing the budget for membership training, would in turn, increase member attendance at meetings, which could then increase member participation. This would then increase revenues to help sustain an increase training budget.



**D. FISCAL YEAR 2011/12 PRELIMINARY BUDGET APPROVAL**

The budget figures will be presented to the membership for adoption at the June quarterly meeting. The incoming Board may choose to change the layout prior to the presentation.

Two additional changes were: reducing the badges to \$150, thereby making new badges for board members only; and increasing Education and Training to \$3000, allowing for funding of higher-caliber instructors.

Meghan Scannell informed everyone that if the organization were to hire Fred Pryor, the fees would be approximately \$3600 per meeting. The trainer would be ours for the day, and would include handouts, travel, and consult time with the trainer prior to training. She will look into the possibility of having this type of training for conference.

Jodi Martin proposed that the budget be presented at the June meeting for approval by the members.

**E. QUARTERLY MEETING ON-LINE REGISTRATION FORM**

As an additional option on the on-line registration form, Shawn can include more questions. She passed out an example requesting that members indicate a future training topic.

**8. E-BOARD COMMITTEE LIAISONS/COORDINATORS' REPORTS**

**A. COMMITTEE RESPONSIBILITIES/REPORTING**

President Fuchs requested that all committee coordinators provide the board with a more extensive list of what their committee does and the processes

**9. AGENDA ITEMS FOR NEXT QUARTERLY MEETING**

Training duration at quarterly meetings.

**10. GOOD OF THE ORDER/ROUNDTABLE**

**11. ADJOURNMENT**

It was moved by Jodi Martin and seconded by Sallie Ross-Filgo to adjourn the meeting at 5:21pm.

Respectfully Submitted

**Shawn Crawford**

Recording Secretary