



ADMINISTRATIVE FIRE SERVICES SECTION • SOUTHERN DIVISION

Executive Meeting Minutes August 7, 2009

AFSS Executive Board Meeting Minutes

*August 7, 2009
Fallbrook, California
11:30 a.m.*

Board Members Present

Christine Flores – President
Becky Timmers – 1st Vice-President
Valerie Nellis – 2nd Vice-President
Darilyn O'Dell – Recording Secretary
Renaë Rasmussen – Treasurer
Chief Michael Antonucci – Section Chief

Board Members Absent

Karen McCoy – Corresponding Secretary

Others Present

Barbara Altizer – Bylaws Committee Coordinator

- A. **Call to Order** – President Flores called the meeting to order at 11:36 a.m.
- B. **Additions to the Agenda** – There were no additions 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. The role of guests in attendance at Executive Board meetings was discussed and how they should interact during the course of the meeting. Although input is encouraged from the membership, the Executive Board needs the opportunity to discuss items on the agenda amongst themselves in order to provide leadership to the organization.
- D. **Review of April 20, 2009 Executive Board Meeting Minutes** – Upon a motion by Becky Timmers, seconded by Valerie Nellis and unanimously carried, the minutes of the April 20, 2009 Executive Board Meeting were approved as submitted.
- E. **Review of April 21, 2009 Joint Executive Board Meeting Minutes** – Upon a motion by Becky Timmers, seconded by Valerie Nellis and unanimously carried, the minutes of the April 21, 2009 Joint Executive Board Meeting were approved as submitted.

- F. **Review of June 9, 2009 Quarterly Meeting Minutes** – Upon a motion by Becky Timmers, seconded by Valerie Nellis and unanimously carried, the minutes of the June 9, 2009 Quarterly Meeting were approved as submitted.

G. **Committee Reports**

Bylaws Committee – Barbara Altizer (South Pasadena-Retired)

This was discussed under #H.

Communications Committee – Robin Brock (Rancho Cucamonga)

The following report was submitted: The committee is focused on two areas: 1) the **Fire Circle**: Developing 20th anniversary articles for the December issue. This includes a memorial; recognition of our past presidents and members of the year. Eileen Dirksen will be writing an article on 20 Years of AFSS (What Changes Have You Seen/Your Experiences/How AFSS Impacted Your Career). She will be compiling input from long-term and retired members. 2) the **Website**: We have determined that hosting our own website is not feasible at this time. We will continue to enhance and market the website and work with the administrators to make it more user-friendly.

Conference Committee – Darilyn O'Dell (San Miguel)

This item was discussed under #T.

Education Committee – Kathy Ford (North County)

No report was submitted.

Historical Committee – Joyce Becker (Ontario)

The following report was submitted: Pictures were taken at the last quarterly meeting in Pala. The Historical Committee met at that meeting and discussed ideas to motivate more people to participate in the photo directory. Also ideas for a Photographer Check List were discussed. This is a list of photo opportunities that should be taken at each meeting if possible. New members' email addresses were added to Snapfish contacts. Pictures of the Pala meeting were uploaded to Snapfish and the link forwarded to the membership for review.

Membership Committee – Liz Dibb (San Miguel)

The following report was submitted: The 2009/2010 AFSS Membership drive is in full swing. As of today's date (July 31, 2009) we have 75 members (4 new members). This year we will have a booth at the Cal Chiefs Conference in September. Sylvia Moreno plans on attending the conference and has volunteered to work the booth. We have included the North in all of the emails discussing the booth for the conference.

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

No report was submitted.

- H. **Bylaws** – Discussion on what constitutes an approved set of Bylaws. It was determined that the Bylaws are considered approved at the adoption, not when the document is signed.

- I. **SOG Revisions** – Revisions to the Standard Operating Guidelines were discussed. 2nd Vice President Valerie Nellis will send the revised document to the Executive Board for final review prior to the November Executive Board meeting.

- J. **Section Chief Report** – Chief Antonucci reported on issues relating to Cal Chiefs including Prop 1A, H1N1 Virus, 201 Issues, Medicare and Emergency Protocols. President Flores gave a brief overview of the Cal Chiefs quarterly conference call. Topics included protection of revenue and the Emergency Response Initiative.
- K. **Review of Agenda for September 15, 2009 Quarterly Agenda** – The Board reviewed and approved the draft agenda for the September 15, 2009 meeting.
- L. **Charitable Contributions** – Treasurer Renae Rasmussen reported that she received four requests for the quarterly charitable contribution. After discussion, the \$100 charitable contribution will be given to Eric Botkin, retired Paramedic, City of Riverside Fire Department. Mr. Botkin was diagnosed with brain cancer in October 2008. To date he has had four brain surgeries to remove tumors as they keep returning. Through all of his surgeries and chemo therapies Eric has remained upbeat and optimistic. Eric is married and has a 9-year old son. To read more about this amazing man, please read his blog at www.ericbotkin.blogspot.com.
- M. **Quarterly Meeting Costs** – In order to clarify the quarterly meeting cost subsidization, Treasurer Rasmussen created a ‘Host Agency Checklist.’ This check list was reviewed, revised and approved. The following criteria will be used for all quarterly meetings without the prior approval of the Executive Board: *All host agencies will be encouraged to keep the cost of lunch to a maximum of \$15 and are to supply coffee only for the morning for which they will be reimbursed. If the host agency can supply lunch for less than \$15 per person then they are encouraged to do so; however, the difference is not to be spent on morning food or giveaways. Host agencies can request reimbursement for a meeting room if it is required or for postage and mailing supplies.*
- N. **AFSS Booth at Cal Chiefs Conference** – President Flores presented the items requested by Sylvia Moreno for the booth. After discussion, President Flores is to provide Sylvia Moreno with a revised list of other options.
- O. **Requests from Other Sections** – President Flores presented the revised ‘Request for AFSS Services’ form for discussion. Upon revision, the form was approved.
- P. **Elections** – The election dates are being revised as part of the total SOG’s revision. The election dates for this year are: Nominations (September – November) and Election Results (December quarterly meeting).
- Q. **Communication Efficiency** – With the large number of emails board members receive on a daily basis, it was decided that we will no longer “reply to all” in our Executive Board email discussions. When there are items that are discussion driven, a conference call will be set.
- R. **Invitation to Present/Update on AFSS** – President Flores reported that she was invited to speak at the San Bernardino County Fire Chiefs Association on August 27, 2009.
- S. **Southern Division Representative for Legislative Task Force** – President Flores reported that Celia Contreras has stepped down as the Southern Division Legislative Task Force Representative. She will send a fan out to the general membership asking for volunteers to fill the position.

- T. **2010 Conference** – 2010 Conference Coordinator Darilyn O'Dell reported on the survey that was sent to all members of AFSS asking their likelihood of attending the 2010 annual conference. The breakdown of the 65 members who responded is: 43% (Yes, they will attend), 14% (No, they will not attend due to budget cuts), 35% (Not certain if they will attend) and 8% (No, they will not attend). After discussion, a fan-out will be distributed to all members to see if more members will reply to the questions.
- U. **Adjourn** – With no further business to be brought forward, President Flores adjourned the meeting at 5:03 p.m.

Darilyn O'Dell

Darilyn O'Dell
Executive Board, Recording Secretary