



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

**Minutes
Executive Board Meeting
November 6, 2008**

LOCATION: Sacramento Metropolitan Fire Protection District – Rm 117
2101 Hurley Way
Sacramento, CA

ATTENDANCE:

Joyce Engler	Susan Tuvell
Lara Kelley	Tammy Barnett
Sue Beville	Debbie Miller
Shawn Crawford	Meghan Scannell
Linda Harlow	Linda Benson
Kathy Glick	Linda Hoover
Carol Abraham	Fire Chief Dan Haverty

1. **Call to Order** – President Engler called the meeting to order at 2:03pm.
2. **Additions to Agenda/Approval of Agenda** – Added: Discussion on the By-Laws - possible amendment; Focus Committee; move 2009 Conference discussion forward to after ‘A’ of the agenda.
3. **Approval of Past Minutes - Engler**
 - A. Executive Board Meeting Minutes – July 25, 2008. Approval was postponed until attendees have had a chance to review the minutes (December).
4. **Treasurer’s Report** – *Beville* Copies of the Treasurer’s Report were handed out. Balance as of today: \$21853.60. Questions: none.
5. **CFCA Section Chief Report** – *Haverty* No report today.
6. **President’s Report** – *Engler* No formal report. See New Business discussions.
7. **New Business**
 - A. General Membership Meeting Minutes – September 19, 2008 – *Miller* Postponed until attendees have had a chance to review (December).
 - B. SOG Update (past proposed changes) *Erwin/Engler* Postponed to January due to lack of information.
 - C. Division Participation Survey – *Engler* Joyce reported she will put a message on the list server for volunteers. Work on this project will begin/continue in January. Contact Joyce if you are interested in helping with the survey.

- D. AFSS Assistance with other CFCA Section Conferences – *Engler* For this year's registration the Training Officers Conference will work with the two people that have helped them in the past. When the Conference is over (next week) the new IC will be in contact with Chief Haverty to set up a meeting to discuss AFSS helping at future Conferences.
- E. Legislative Task Force Representative – *Engler* This position is open and needs to be filled. Please contact Joyce if you are interested.
- F. Member of the year – *Engler* The Executive Board reviewed the nominees and reached a decision which will be announced at the December meeting.
- G. Lifetime/Honorary Member Nominees – *Engler*
- H. Member Service Awards – *Tuvell* At the December Quarterly Meeting certificates will be presented to members with 5, 10, and 15 years of service.
- I. 2009 Yearly Planner – *Engler* President Engler distributed the 2009 Yearly Planner. One change was noted for the month of August.
- J. Hotlinks – *Engler* President Engler would like to utilize the Hotlinks more. Committee Coordinators and E-Board members were asked to submit a short paragraph for inclusion in the newsletter. If you are interested in helping with the Hotlinks, please contact Debra Thompson.
- K. 2009 Conference – *Crawford/Tuvell* Committee Coordinator Shawn Crawford reported the Committee had met prior to the E-Board meeting today. The Committee is considering various ways of cutting Conference expenses. One possibility being considered is holding a dressy reception/cocktail/light fare Installation Party instead of a formal sit-down dinner. This would significantly reduce the cost of the Conference (by about \$4000). The Committee is expecting the Tuesday Night Reception to be covered by the vendors in attendance. It is anticipated that these two changes (installation dinner to reception and vendor sponsors) will free up approximately \$6000 in the Conference budget. Shawn announced the theme for the Tuesday Night Reception is "1970's". The Conference Committee is recommending Plan 'B': one keynote speaker on Wednesday and one closing speaker on Friday. This Plan frees up Thursday for more breakout sessions.
Chief Haverty has offered to teach a class if there is a time slot that needs to be filled. Everyone is asked to please submit names to Shawn for vendors and/or sponsors.

A request had been made by the Education Training Committee at the September Quarterly Meeting for more funds to be allocated for Conference speakers. Due to the lack of a quorum, their request could not be voted on. They then asked if the request could be put out to an on-line membership vote. The E/T Committee was asked to attend the November E-Board Meeting for further discussion of the matter. Carol Abraham, Education/Training Committee Coordinator spoke regarding the evolution of the Education/Training Committee. Carol explained that over the years more duties have been added to the Committee. In 1997 a 3-day workshop was held which led to the PRP. From that point on the Education/Training Committee has been geared around the PRP at the Quarterly Meetings. Eventually the E/T Committee was tasked with getting speakers and trainers for Conferences. Carol noted the E/T Committee is always a year ahead in their planning for Quarterly Meetings. But when it comes to the budget process, the E/T Committee is not involved. The E/T Committee feels it is important to have name speakers to draw attendance to the Conferences. The Conference Committee has \$5000 conference balance (\$2000 seed money and \$3000

additional requested by Shawn at the March quarterly meeting in Fairfield). The E/T Committee requested \$5000 one time and that was done by a request to the membership (and vote of same) via the list server after the 11/06/2008 meeting. The Conference Committee is anticipating registration will be down from previous years due to budget cuts and/or more out-of-pocket costs for attendees. Shawn noted should pre-registration drop too low, there is a 30-day cancellation clause with the Hotel. (It should be noted the Committee is not anticipating having to cancel the Conference.) A suggestion was made to ask speakers if they have an 'opt-out' clause in their contracts as well. If there is no cancellation clause in speaker contracts and the Conference has to be cancelled due to lack of interest, one possibility would be to hold a Northern Meeting where the speakers would speak anyway – the thought being if they are paid for, why not use them.

Question: are the Conferences held for the training or the motivational speaking?
Both.

Question: What is the bigger draw – the “I need this training” or “I want to hear this speaker”? Both. The E/T Committee noted it is too late in the game to make changes for 2009 but further discussion regarding the value of conferences vs. workshops vs. quarterly meetings needs to take place prior to future conferences.

Question: Is there a possibility of having a 3-day workshop instead of 4 Quarterly Meetings? Discussion was held and it was noted that 3-day workshops tend to be low-budget and very successful. Brief discussion was held regarding meeting options and agreed that this needs further research.

Question: Do we want to do pure education or traditional Conferences? Something to look at in the future.

Question: Women at Ground Zero were speakers at a previous Conference. Have they changed their presentation? The suggestion was made for the E/T Committee to speak to a group who have asked Women at Ground Zero to speak for a second time to see if their presentation has changed.

Question: Women at Ground Zero have been suggested as the opening speakers. Will they be better as opening speakers or as an anchor? No consensus.

The E/T Committee noted there are Conference attendees that leave early (Friday) so it's important to have a really good speaker somewhere in the middle too. Suggestion to have Mike Robbins as an opening speaker (not yet) and Women at Ground Zero as the close. A suggestion was made to open the speakers meetings up to outside attendance.

Question: Which Plan: A, B or C? And do we want to give the Committee more money?

Question: What does it cost for the welcome night? \$2000.

The suggestion was made to include the speaker budget in the Conference Budget; let the membership know what the actual costs are to put on a Conference and that the possibility is good that the Conference will go over budget. Discussion of increasing Conference registration cost (not right now).

Suggestions: create a strategic plan for the next 5 years

have membership dues pay for Conference speakers

review past budgets and determine how much revenue comes in for memberships

Discussion was held regarding the location of Conferences.

Question: can we have the Conference in the same place every year? Yes.

The E-Board reviewed the last time money was given to the Conference Committee for speakers. It was noted the decision was not received (by membership) very well. President Engler asked the Education/Training Committee to re-word its request for additional funds and attach the budget to the request. The request will then be put on-line for a membership vote and results announced at the December Quarterly Meeting.

The E/T Committee announced tentative speakers are Kim Alyn, Women at Ground Zero, and Laugh Yourself Safe.

- L. Posting of Minutes on Website – *Engler* After the meeting minutes have been approved Recording Secretary Debbie Miller will e-mail them to Shawn Crawford for posting on the web site.
- M. 2007/2008 Audit – *Kelley* The 2007/08 fiscal year audit is complete. Everything looks great. There were no problems. All the checks have cleared and everything balances.
- N. Burn Center Donations – *Engler* [President Engler](#) asked if the E-Board is interested in pursuing donations for families who have lost their homes in fires. This item will be included on the agenda for the December Quarterly meeting.
- O. By-Laws – *Engler* President Engler reviewed the by-laws regarding quorums. The by-laws allow a ‘meeting’ to be held without a quorum, but you do need a quorum for a ‘business meeting’. The by-laws also state a quorum (10%) of active general membership is needed to hold a ‘training meeting’, as well as four E-Board members. *Question:* What constitutes an active member? (At the moment, dues paid.) This being the case, the Membership Committee would need to be contacted prior to each Quarterly Meeting to determine the percentage of membership necessary to hold the upcoming meeting. Obviously, the by-laws need to be reviewed and amended/defined, specifically the by-laws pertaining to quorums (Section 5.2).
- P. Historical Committee: The Historical Committee reported the loss of a box of information containing prior year’s (1989-1994) Hotlinks, Meeting Minutes, and Binders. The Committee asks if anyone has information from these years, please submit it to the Historical Committee.
- Q. IRS Tax Exemption *Beville* Sue reported the South has done a lot of work looking at filing for tax exemption and discovered Cal Chiefs does not have non-profit status for its sub-sections. Cal Chiefs has gone back to their tax planner to get non-profit status for the sub-sections, however, it will take approximately four months. During that time, Sue will file the paperwork for an extension. There may [be](#) costs associated. This will be discussed further at the Joint E-Board meeting.

Deleted: Joyce

The Executive Board adjourned to Closed Session at 4:32pm for Agenda Items 7 F, G, and H.

- 8. **E-Board Committees’ Liaison/Coordinator Reports** (*as needed*)
- 9. **Items for December 05, 2008 Quarterly Meeting Agenda** –*Engler*
- 10. **Good of the Order/Roundtable**
A Cal Chiefs Strategic Planning Meeting has been set for January 21-23, 2009.
- 11. **Adjournment:** 5:00pm. Beville/Miller M/S/C

Approved 01/30/2009