



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

**Minutes  
Executive Board Meeting  
January 30, 2009**

**LOCATION:** Sacramento Metropolitan Fire District  
2101 Hurley Way – Room 117  
Sacramento, CA

**ATTENDANCE:**

Joyce Engler	Dan Haverty
Lara Kelley	Tammy Barnett
Susie Lopez	Debbie Miller
Sandy Sanders	Bev Fuchs
Susan Tuvell	Valerie Erwin
Crystal Smyth	Sallie Ross

1. **Call to Order** – President Engler called the meeting to order at 9:33am.
2. **Additions to Agenda/Approval of Agenda** – Susie Lopez/Tammy Barnett M/SC
3. **Approval of Past Minutes** – *President Engler*
  - A. Executive Board Meeting Minutes – November 6, 2008
  - B. Joint Executive Board Meeting Minutes – November 7, 2008Approved with changes Susan Tuvell/Susie Lopez M/S/C
4. **Treasurer's Report** – *Treasurer Beville*

Lara Kelley presented the Treasurer's Report.
5. **CFCA Section Chief Report** – *Chief Haverty*

Chief Haverty reported on the Cal Chiefs Strategic Planning Meeting. Noted discussions were the EMS 201 Rights, leave early/stay & defend, and a constitutional amendment that is in the works to reduce the voter approval threshold for public safety taxes. Cal Chiefs will host an economic summit (invitation only) in April 2009 to discuss best practices in budget reduction strategies, identifying revenue sources and labor/management partnerships.

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**6. President's Report – President Engler**

President Engler reported on her attendance at the Cal Chiefs Conference. At the Conference, President Engler presented goals for AFSS: continue training membership with an emphasis on PRP; strive to develop an SOG for helping other agencies; work to retain members that we have and increase participation with the current budget; seek and utilize an alternative means of communication between members and each section. The main focus goal this year will be to work to retain present members and increase participation with the current budget.

**7. New Business Jan 21-23 Strategic planning meeting tentatively set.**

A. General Membership Meeting Minutes – September 19, 2008 – *Debbie Miller*

Approved with changes Susie Lopez/Susan Tuvell M/S/C

B. General Membership Meeting Minutes – December 5, 2008 – *Debbie Miller*

Changes were discussed. Recording Secretary was asked to condense the minutes as well as list items being worked on and/or needing follow-up at the end of the minutes.

C. SOG Update *Valerie Erwin/Joyce Engler*

1. Revised for Possible Adoption:

i. Amended Guideline – Committees: Sunshine

Approved, no changes.

ii. Amended Guideline – Committees: Meeting Host Coordinator

Tammy Barnett/Susie Lopez M/S/C

iii. Amended Guideline – Committees: Conference

Susan Tuvell/Tammy Barnett M/S/C

iv. Amended Guideline – Committees: Budget

Susie Lopez/Joyce Engler M/S/C.

Budget Recap SOG 'H' will be held over until the April meeting

2. Proposed for Discussion (no attachment):

i. New – Quarterly Meeting Host – Should quarterly meetings be hosted by AFSS members only? Valerie Erwin, Bylaws Coordinator, will review the guideline and make suggested changes.

ii. New - Board and Committee Coordinator Participation. The E-Board discussed the importance of having a quorum at all meetings, that Coordinators be encouraged to attend E-Board meetings, and communicating the expectations of E-Board members, Committee Coordinators, and Liaisons. Valerie Erwin, Bylaws Coordinator, will draft wording to incorporate the suggestions.

iii. Revise – Member of the Year. A suggestion has been made to allow the Member of the Year donate the \$200 award to the charity of their choice or waive the next year's Conference registration. Valerie Erwin, Bylaws Coordinator, will draft wording to that effect.

D. Bylaws – *Valerie Erwin/Joyce Engler*

Susan Tuvell and Joyce Engler were tasked with reviewing the Bylaws and suggesting changes. President Joyce Engler reviewed the suggested changes with the E-Board. This item will be on the agenda of the April E-Board meeting.

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- E. Division Participation Survey – *Joyce Engler*  
President Engler is hoping to have the survey out in March.
- F. 2009/2010 Budget – *Lara Kelley*  
Lara Kelley, Budget Coordinator, has started the preliminary budget process. Committee Coordinators are submitting budget information to Lara. General Membership will review the preliminary budget in March, the E-Board in April, and a membership vote will be taken in June.
- G. Discuss Fund Balance and Plan for Designation – *Joyce Engler*  
There is a fairly large fund balance that could be put to use for the general membership in the form of scholarships. The E-Board was asked to create a 5-year plan that includes how the funds would be put to use. Suggestions and ideas should be forwarded to President Joyce Engler.
- H. Outgoing Plaques – *Joyce Engler*  
The SOG has been passed. There are two outgoing members this year.
- I. IRS Tax Filings – *Joyce Engler*  
This was presented at Cal Chiefs Strategic Planning. President Engler distributed copies of the letter from Cal Chiefs that includes information for each Section.
- J. Treasury/Accounting Update from CFCA – *Joyce Engler*  
There needs to be a separation of duties between the person that reconciles the account(s) and the person that issues the checks. The job description, SOG, and bylaws will be revised to reflect the Treasurer cannot also be the signer on checks. The policy will be followed until the changes can be made and approved.
- K. Proposed SOG for working with other Sections – *Joyce Engler*  
An 'application' will be created for use by other Sections requesting help. The suggestion was made to set a deadline for requests so Sections know how far in advance they need to ask for help. Compensation will also be addressed. President Engler will forward this to Committee.
- L. Deadline for Quarterly Meeting Registration – *Joyce Engler*  
The Friday before the Quarterly Meeting was set as the deadline for attendance and cancellations. Requests to attend made after the deadline must be made by contacting Treasurer and the meeting host so they can plan accordingly. A late registration fee was also suggested. A broadcast e-mail will be sent reminding membership the deadlines are coming up. Sandy Sanders will send e-mail reminders two weeks out and one week out.
- M. Ways and Means – *Joyce Engler*  
Sallie Ross and Bev Fuchs offered to be Ways and Means Coordinators until someone else volunteers. Sallie Ross will prepare a report listing what the Committee would like to purchase to have available for sale at Conference and how much money they need. Susie Lopez will work with Ways and Means to acquire shirts for Conference.

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- N. Discuss Possible Booth at Cal Chiefs Conference – *Joyce Engler*  
Cal Chiefs has offered a booth to AFSS at their Conference in September 2009. The booth will be used to distribute information about AFSS to conference attendees. Consensus was to move ahead with planning for a booth. At the March Quarterly, the general membership will be asked if AFSS should send one additional person to the Cal Chiefs Conference so the booth will be manned at all times.
- O. Discuss Possible Registration Help for Legislative Days – *Joyce Engler*  
In the past Cal Chiefs has partnered with FDAC to handle Legislative Days registration. AFSS has been asked if we would help with onsite registration. It would be ideal to have two people manning the table each morning. Legislative Days are usually held the first week in May.
- P. Executive Board Transition – *Joyce Engler*  
President Engler would like to have a ‘board transition’ time during the April E-Board Meeting. Out-going Officers and Coordinators were asked to please bring any information, boxes, etc. that needs to be passed on to incoming persons.
- Q. Spotlight on Committees – *Joyce Engler*  
Consensus was the spotlights were beneficial and well received. The Coordinator position should probably stay with their group but the other committee members could spread out. Susan Tuvell reported for the Committee Coordinators on their feelings about the Spotlight on Committees. A suggestion was made to do a Spotlight on Committees on the AFSS web site so that it pops up right away eliminating the need to search for it.
- R. AFSS North E-Board Meeting April 2009 – Agenda Items – *Joyce Engler*  
President Engler asked for agenda items for the April meeting. After discussion, the North E-Board meeting time was set for 5:00pm in San Jose on Monday, April 20.
- S. AFSS Joint E-Board Meeting April 2009 – Agenda Items – *Joyce Engler*  
Bylaws, booth at Cal Chiefs Conference.

**8. E-Board Committees’ Liaison/Coordinator Reports (as needed)**

Susan Tuvell presented the report from Conference Committee.

The Conference Committee received an e-mail requesting conference fees be waived for conference speakers for the day they are speaking. There is no provision for the E-Board to make this decision so it will be placed on the March 2009 Quarterly Meeting agenda and put before the general membership. An SOG will be created for future requests.

Tammy Barnett reported for Carol Abraham, Education/Training. The E-Board was asked to consider holding a two-day conference mid-year instead of quarterly meetings. This will be included in the on-line Division Participation Survey.

**9. Items for March 19, 2009 Quarterly Meeting Agenda – *Joyce Engler***

The following items were asked to be placed on the agenda:

- Request for waiver of conference fees
- Preliminary budget
- Additional person for Cal Chiefs booth
- Legislative Days: date and participation

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**10. Good of the Order/Roundtable**

Valerie Erwin: can she update the format of the SOGs? Yes.

Joyce Engler: NBC is contracting with the District for approximately 40 hours of stand-by time for an event at North Star.

**11. Adjournment:** Susan Tuvell/Susie Lopez at 1:48pm. M/S/C

***Recap:***

Budget SOG 'H' held over for April meeting

Bylaws Coordinator working on guideline for quarterly meeting hosts

Bylaws Coordinator drafting wording incorporating the suggestions made for Board and Committee Coordinator participation at meetings

Bylaws Coordinator drafting wording for Member of the Year award being donated to a charity of the members choice or waiving the next year's conference registration

Changes to bylaws on April E-Board agenda

On-line Participation Survey out in March

Include waiving of conference fees for speakers in on-line Participation Survey

Suggestions/ideas for use of Fund Balance/Designations to President Engler

Job description, SOG, and bylaws changed to reflect Treasurer cannot also be a signer on checks

SOG for working with other Sections

Broadcast e-mails noting deadlines for quarterly meeting registration

Report from Ways and Means Coordinators listing future expenditures and required revenue

Booth at Cal Chiefs Conference in September and additional person to help man the booth

Legislative Days dates and participation

Board transition at April E-Board meeting

Spotlight on Committees on the web site

SOG created for waiving conference fees for speakers