



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

**Minutes
Executive Board Meeting
July 17, 2009**

LOCATION: Folsom Fire Department
535 Glenn Drive, Folsom, CA 95630

ATTENDANCE:

Joyce Engler	Tammy Barnett
Chief Dan Haverty	Lara Kelley
Jodi Martin	Debbie Miller
Susan Tuvell	Sandy Sanders
Sallie Ross	Beverly Fuchs

1. **Call to Order** – President Joyce Engler called the meeting to order at 9:50a.m.
2. **Oath of Office – Recording Secretary** – Chief Haverty gave the Oath of Office to Recording Secretary Debbie Miller.
3. **Additions to Agenda/Approval of Agenda** – Jodi Martin will report on Item F. Item Q. Quarterly meeting food expense was added to the agenda.
Motion by Susan Tuvell to approve the agenda. Second by Sandy Sanders. Passed.
4. **Approval of Past Minutes** – *President Engler*
 - A. Executive Board Meeting Minutes – April 20, 2009
 - B. Joint Executive Board Meeting Minutes – April 21, 2009Motion by Jodi Martin to approve the minutes with one change (add Jodi Martin, incoming Treasurer, AFSS North, to Joint E-Board minutes). Second by Tammy Barnett. Passed.
5. **Treasurer's Report** – *Treasurer Martin*

Jodi Martin, Treasurer, handed out the Treasurer's Report. Fiscal Year 2008/09 books are complete. Ending balance for FY 2008/09 is \$14916.87. Treasurer Martin reported food expenses for quarterly meetings are often over budget. (See Item 'Q' below). A discussion was held regarding the Conference checking account. Treasurer Martin reported a balance of approximately \$4000 which will go back into the general fund checking account, \$2000 of which will be earmarked for the 2011 conference. The conference checking account will be closed and then opened again when needed. The FY 2009/10 budget was reviewed; no changes were made.

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6. CFCA Section Chief Report – Chief Haverty

Chief Haverty reported on Fire Chief's concerns with budgets and the cuts most have to make. Chief Haverty has phone calls in to the North and South Training Officers regarding the conference in November asking if they want registration assistance from AFSS. Chief Haverty suggested developing a contingency plan in the event the Training Officers do want help.

7. President's Report – President Engler

President Engler has finalized work on the survey and it is ready for distribution. President Engler is reviewing all the SOGs that have been discussed in the past two years to make sure the changes have been incorporated into the final documents.

8. Business Items

A. General Membership Meeting Minutes – June 19, 2009 – *Debbie Miller*

No changes. These will be sent to Shawn Crawford for posting on the web site.

B. SOG Update *Valerie Erwin/Joyce Engler*

Valerie Erwin was unable to attend today but work on the SOGs is continuing. Beverly Fuchs will revise the SOG for 'meetings' and forward it to Valerie Erwin.

C. Bylaws – *Valerie Erwin/Joyce Engler*

President Engler has signed the original document and sent it to AFSS South. The document will be posted on the web site. There may be minor changes.

D. Division Participation Survey – *Joyce Engler*

President Engler has finalized work on the document and it is ready to post on the web site. The Executive Board will be setting aside time at the October E-Board meeting to hold a workshop to move the survey to the next step. President Engler will present plans to conduct a follow-up survey with the focus on meetings. Beverly Fuchs suggested mailing a printed survey out with membership due requests.

E. 2009/2010 Budget – *Lara Kelley*

The 2009/10 Budget was approved at the June General Membership meeting. The budget will be posted on the website.

F. Discuss Brochure and Ways and Means Expenditures – *Jodi Martin*

A motion was made by Susan Tuvell to approve the added expenditure of printing brochures to the Membership Drive line item (08/09 budget). Second by Tammy Barnett. Passed.

There is a line item with \$1000 for Ways and Means in the 2009/10 Budget.

G. Spotlight on Members Directory – *Sandy Sanders*

Sandy Sanders presented her idea for the 'Spotlight on Members Directory'. This item will be placed on the agenda for the September General Membership Meeting. Tammy Barnett will work with a starter group to place this on Facebook.

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H. Incentive Program – *Jodi Martin*

Jodi Martin reported the Committee has received two suggestions for incentives: defer quarterly dues and purchase Polo shirts for each AFSS member. Other possibilities include waiving the cost of the quarterly meeting, waiving four conference registrations (one at each quarterly meeting) but you must stay until the end of the meeting to receive the waiver, and if you bring a non-member guest to a quarterly meeting the guest attends for free. Also added to the possibilities was the E-Board would pay 50% of the lodging cost and 50% of the conference registration if an E-Board member could not attend due to their fire department budget cuts. Please forward your ideas to Jodi Martin. The Committee will have recommendations at the September quarterly meeting.

I. 5-year Strategic Plan for Fund Balance – *Jodi Martin*

The E-Board would like to see a Reserve Account created. The Strategic Plan Committee will be working on that.

J. Ways and Means Committee Coordinator – *Jodi Martin*

The Ways and Means Committee needs a Coordinator and there doesn't appear to be any interest at the moment. This item will be on the September meeting agenda. Sallie Ross and Sandy Sanders have people in mind that they will approach.

K. Education and Training Committee Coordinator – *Joyce Engler*

This item will be on the September meeting agenda. Carol Abraham's term ends with the December meeting. If no one fills this position, the duties will revert back to a duty of the Conference Coordinator and the Quarterly Meeting Host.

L. Special Requests Projects – *Joyce Engler/Susan Tuvell*

1st Vice President Susan Tuvell reported that there are members who cannot attend meetings but that would like to help in some way. These members are asking if there are projects they can help with. They will be asked to submit suggestions.

M. 1st Vice President Position Resignation – *Susan Tuvell*

Susan Tuvell moving out of the area and is stepping down as 1st Vice President. In appreciation of all her work and dedication to AFSS the E-Board presented Susan with a plaque. She will be greatly missed.

N. Appointment to 1st Vice President Position for the Remainder of the Term – *Joyce Engler*

President Engler had given considerable thought to this appointment and asked Beverly Fuchs to fill the remainder of the term. Beverly has agreed and has the support of her Fire Chief. The term ends in April 2010.

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- O. AFSS North E-Board Meeting October 30, 2009 – Agenda Items – *Joyce Engler*
Please let President Engler know of any agenda items you may have. The meeting location will be announced.
- P. AFSS Joint E-Board Meeting November 06, 2009 – Agenda Items – *Joyce Engler*
This meeting will be held in Rancho Cucamonga. The E-Board will fly into Ontario.
- Q. Quarterly Meeting Budget(s) – *Jodi Martin*
Three out of the last four quarterly meetings have gone over budget due to the cost of meals. Suggested changes to the meeting guideline SOG were to have a maximum reimbursement of up to \$18.00 per registered member with a Monday prior to the meeting deadline for planning purposes. If costs are expected to exceed the guideline, the meeting Host is to contact the Treasurer for prior approval. Consensus of the E-Board is that the quarterly meeting budget does not need revision because it is self-sustaining. The Meeting Host Coordinator will be sure the Hostesses are aware of the maximum reimbursement account.

9. E-Board Committees' Liaison/Coordinator Reports (*as needed*)

Susan Tuvell reported on the Conference. If there is anything anyone would like included in the Conference Book please send it to Beverly Fuchs.

There is no SOG that allows temporary access to the web site. Shawn Crawford is working on that.

Sue Beville will be attending the E-Board meetings as Past President, and is presently serving as the Nominating Committee.

10. Items for September 18, 2009 Quarterly Meeting Agenda – *Joyce Engler*

The meeting will be held in Watsonville. The following items were submitted for the agenda: Spotlight on Members Directory, Incentive Program, 5-Year Strategic Plan for Fund Balance, Ways and Means Committee Coordinator, Education and Training Committee Coordinator, Deadline for nominations for Lifetime and Member of the Year.

11. Good of the Order/Roundtable

The E-Board honored Susan Tuvell with a cake for her years of service.

If anyone has pictures from the Conference, please send them to Jodi Martin.

12. Adjournment

There being no further business, upon motion by Susan Tuvell at 2:58pm, second by Sandy Sanders, the meeting adjourned. Passed.

Recap:

Contingency Plan/Training Officers Conference

SOG Updates – Beverly will revise the SOG for meetings and forward it to Valerie

Division Participation Survey – post on the web site

Spotlight on Members Directors – Tammy will form a Facebook Starter Group

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Incentive Program – Committee will make recommendations at September quarterly meeting
5-Year Strategic Plan for Fund Balance – Committee is working on this
Ways and Means Committee – Sallie Ross and Sandy Sanders have people in mind to contact
Education and Training Committee Coordinator – September quarterly agenda
Special Requests Projects – Ask those who want to volunteer if they have any ideas of ways they can help
AFSS North E-Board Meeting October – Announce location
AFSS Joint E-Board Meeting November – Are we spending the night
Quarterly Meeting Budget(s) – Change to meeting guideline SOG
Temporary access to the web site – Shawn Crawford is working on this
Additions to the Conference Book – send to Beverly Fuchs
Pictures from the Conference – send to Jodi Martin

Respectfully submitted – Debbie Miller, Bodega Bay and Russian River Fire Protection Districts

Approved October 30, 2009