



**California Fire Chiefs' Association  
ADMINISTRATIVE FIRE SERVICES SECTION  
NORTHERN DIVISION  
MINUTES  
GENERAL MEMBERSHIP MEETING  
Friday, March 18, 2005  
10:00 a.m.**

**LOCATION:** Novato Fire Protection District  
95 Rowland Way  
Novato, CA  
Hostess – Nancy Roberts

**ATTENDANCE:**

ABRAHAM, Carol (2<sup>nd</sup> Vice President)  
BENSON, Linda (Bylaws & SOG's Chair)  
CANEPA, Diane  
CLIFFORD, Barbara  
COOPER, Katy  
CRAWFORD, Shawn (President)  
ENGLER, Joyce (Communications Co-Chair)  
FRANSSEN, Karen (Recording Secretary)  
FUCHS, Beverly  
GLICK, Kathy (Historical Co-Chair)  
HARLOW, Linda (1<sup>st</sup> Vice President)  
HEYMANS, Donna (Membership Chair)  
HOLMSTROM, Shari (Treasurer)  
HOOVER, Linda (Historical Co-Chair)  
JACQUEZ, Dolores (Sunshine Chair)

JONES, Linda  
KAMMERER, Karen  
KEES, Suzy  
LEWIS, Joanne  
LOCKETT, Rita  
RAMIREZ, Dora  
ROBERTS, Nancy  
ROSEDAHL, Linda (Ways & Means Chair)  
SAFFORD, Barbara (Meeting Coordinator)  
SILVEIRA, Angelica  
THOMAS, Phoenicia  
THOMPSON, Debra (Communications Co-Chair)  
TUVELL, Susan  
WHITE, Linda

1. **CALL TO ORDER:** President Crawford called the meeting to order at 10:04 a.m.
2. **FLAG SALUTE:** President Crawford led the group in the flag salute.
3. **WELCOME/INTRODUCTIONS/GUESTS/NEW MEMBERS:** President Crawford introduced the meeting hostess, Nancy Roberts from Novato Fire. Nancy welcomed the group and introduced her Board of Directors' President, Steve Metcho who also welcomed the group. Nancy introduced the Chief of Novato Fire, Jeff Meston who will be presenting the training portion of the meeting. Nancy started the group off in self-introductions.
4. **WELCOME BY FIRE CHIEF Jeff Meston:** Chief Meston welcomed everyone to Novato and began his presentation.
5. **TRAINING SESSION – THE NOVATO WAY**  
**By Fire Chief Jeff Meston**
6. **LUNCH – OPPORTUNITY DRAWING:** Broke for lunch at 11:30a.m. Reconvened at 12:25 p.m. President Crawford introduced Chief Robert Sinnott from Larkspur Fire Department; he has agreed to take over as our Section Chief when Chief Groshong retires.
7. **COMMITTEE MEETINGS:** Committees met briefly before lunch was served.

## 8. COMMITTEE REPORTS:

**a) Budget – Gail Fullerton**

Treasurer Holmstrom went over the proposed budget that was put together by Gail Fullerton. She needs to get with Committee Coordinators to find out what is needed for this fiscal year. They will email Gail with their requests.

**b) Bylaws – Linda Benson**

Adopted joint by-laws in December. Committee will be looking at guidelines now to see what changes need to be made.

**c) Communications – Debra Thompson/Joyce Engler**

Make sure you have Debra's new email, it is: [debrathomp@yahoo.com](mailto:debrathomp@yahoo.com). She will accept anything you would like to put in the Hotlinks. Joyce will be the incoming Corresponding Secretary and President Crawford will be taking over her responsibilities with the Web page.

**d) Conference – Linda Harlow**

Registrations have been received for only 48, a total of 66 counting the hotel reservations. We are hoping to have a total of 75-80 people attend. Debra Thompson is willing to take donations for the opportunity drawings as she has extra storage space for the items. We are still looking for donations, hand made items, etc. for the drawings. Barbara Safford made a suggestion to have a line item added to the budget to take care of purchasing the items for raffle. It is getting harder to get items donated. There has always been money allocated for that, but it is dependent upon how many people register and send their money in prior to the conference. M/S/C Barbara Safford and Joyce Engler to allow the Conference Coordinator to purchase items for raffle if necessary out of the Northern Division's checking account up front, and the account will be reimbursed by conference funds. Kathy Glick, Linda Hoover and Suzy Kees will be wrapping the raffle gifts. If your department has members that want to come and listen to a speaker they can at no charge, if they elect to stay for lunch they will need to pay for it and let Linda know ahead of time. There has been a question regarding conference budget carry over and limits. This will be put on the agenda for the next e-board meeting.

**e) Education & Training – Carol Abraham**

PRP Level II is now complete, and will be available on the web page sometime next month.

**f) Historical – Linda Hoover/Kathy Glick**

Kathy has started the process of scanning pictures from past events; she will be placing old and new pictures on CD. Mikel Bullis of Icentrics (web-master) will be uploading pictures to the web. Membership pictures will be password protected and there is a form on the web that you will need to fill out for access to certain areas.

**g) Meeting Coordinator – Barbara Safford**

Barbara is looking for hostesses for March, June and December 2006. Kathy Glick with Stockton FD will look into hosting December and Beverly Fuchs with Folsom FD will check into June. Suzy Kees will be hosting in September 2006. Linda White with El Cerrito FD will check into March 2006.

**h) Membership – Donna Heymans**

Two new members, Kathy Beach of Quincy FD and returning member is Kim Morante from Salida FD.

**i) Sunshine – Dolores Jacquez**

Dolores reported that things are quiet; she is still waiting for her approval to attend the conference. Due to budget constraints she will only be able to attend Tuesday through Friday. Treasurer Holmstrom made a suggestion that we look into budgeting to help out members that have contributed so much to the organization to help them attend. This will be put onto the agenda for the next e-board meeting.

**j) Ways & Means – Linda Rosedahl**

Linda has some new jewelry coming in and would like direction on what to do with old stock. It was suggested that old items be given away at conference. She plans to sell some old items at conference for \$1.00, and is down to 2 polo shirts and 6 pens. Linda will contact Ronda in the south to get information on their t-shirt vendor; they offer many styles and colors.

**9. BUSINESS MEETING:**

**A. ADDITIONS TO AGENDA/APPROVAL OF AGENDA:**

M/S/C by Suzy Kees and Susan Tuvell to approve the agenda as presented.

**B. CONSENT AGENDA:**

- **MINUTES**
- **TREASURER'S REPORT-**
- **CORRESPONDENCE REPORT**

M/S/C Treasurer Holmstrom and JoAnn Lewis approved the consent agenda as presented.

**C. SECTION CHIEF REPORT:** Chief Groshong spoke about his retirement this summer. He has asked his good friend, Robert Sinnott to take over as Section Chief. He has emailed Mike Warren (Cal Chiefs President) for approval on the replacement. He will be at conference, and available this summer to help us with anything.

**D. PRESIDENT'S REPORT:** President Crawford announced that this would be her last general membership meeting as President. Shawn will continue to work on the Cal Chiefs Web site, password protection, etc. and is taking over Joyce's job with list server/web site. Shawn introduced Dora Ramirez as the new Treasurer since Shari is stepping down as well. Sue Beville will be replacing Shawn, as President and Joyce Engler will be taking over Sue's position of Corresponding Secretary.

**E. ACTION ITEMS:** None

**F. PRESENTATION ITEMS:**

- a) PRP Presentation at CFCA Annual Conference – *Abraham*  
It was discussed at the last e-board meeting for a member from the T/E Committee to present the PRP program at the CFCA conference this September. We are looking for a volunteer to present the program to the Cal Chiefs membership. Suzy Kees volunteered to make the presentation (tentatively). All sections have been asked to make a presentation, but prior to us making any commitment, President Crawford will contact John Malmquist to find out exactly what they are looking for, and it will be discussed at the joint e-board meeting next month. Treasurer Holmstrom made a suggestion that we wait a year to present level II when more members are familiar with the program.
- b) 15-Year Service Award Ideas – *Crawford*  
President Crawford asked for volunteers for an ad-hock committee to come up with ideas to honor/celebrate these members. They will be responsible to give a bio on each member, and present them with a nice gift. This would be an on-going committee.
- c) Photos of Membership (Web/AFSS Directory) – *Hoover*  
Members' pictures will be posted on the web, and in the directory. If the Historical Committee cannot get a photo of the member they can send one in. No one was opposed to the idea.
- d) Section Liaison Replacement – *Crawford*  
Already discussed
- e) June 2005 General Membership Meeting (Changed to June 10, 2005) – *Crawford*  
The date has been changed to June 10. Marie Coleman will not be able to present the training, but AFSS members Linda Rosedahl and Kathy Glick will present on the same subject. Location for the meeting is Elk Grove Training Center.

- f) Proposed 2005/2006 Budget - *Fullerton*  
Committee coordinators have been asked to let Gail know their budgetary requests.

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

Linda Jones thanked the group for their support and kind words following her grandson's accident.

- 11. NEXT MEETING:** June 10, 2005 at Elk Grove Fire Department; Kathy Glick and Linda Rosedahl will do a presentation on event planning.

- 12. ADJOURNMENT:** M/S/C/ Debra Thompson and Linda Hoover to adjourn at 1:57p.m.

Respectfully submitted,

*Karen S. Franssen*

Karen S. Franssen, Recording Secretary