



**California Fire Chiefs Association
ADMINISTRATIVE FIRE SERVICES SECTION
NORTHERN DIVISION
MINUTES
GENERAL MEMBERSHIP MEETING
Friday, December 2, 2005
10:00 A.M.**

LOCATION: St. Helena Fire Department
1500 Main Street
St. Helena, CA 94574

HOSTED BY: Gail Sharpsteen of St. Helena Fire Department &
Kaaren Stasko of Napa County Fire/CDF

ATTENDANCE:

ABRAHAM, Carol	HOOVER, Linda
BARFOOT, Susan	JACQUEZ, Dolores
BENSON, Linda	KAMMERER, Karen
BERGSTRAND, Tammy	KEES, Suzy
BEVILLE, Susan	LOCKETT, Rita
BURK, Regina	LOPEZ, Susie
CAUPRAN, Maria	LORENZO, Nancy
CORRIS, Tracy	MANDING, Angela
CRAWFORD, Shawn	RAMIREZ, Dora
ENGLER, Joyce	ROBERTS, Nancy
FRANSSEN, Karen	ROSEDAHL, Linda
FUCHS, Beverly	SAFFORD, Barbara
GARCIA, Angela	SHARPSTEEN, Gail
GLICK, Kathy	STASKO, Kaaren
GROSHONG, Mike	TUVELL, Susan
GROSHONG, Sandra	WHITE, Linda
HARLOW, Linda	WIERSMA, Patti
HEYMANS, Donna	

1. **CALL TO ORDER:** President Beville called the meeting to order at 10:06 a.m.
2. **FLAG SALUTE:** President Beville led the membership in the flag salute.
3. **WELCOME/INTRODUCTIONS/GUESTS/NEW MEMBERS:** Members went around the room and introduced themselves, stated what department they were with, and how many years they had been a member of AFSS.
4. **WELCOME BY ST. HELENA FIRE DEPARTMENT CHIEF KEVIN TWOHEY and CHIEF ERNIE LOVELESS FROM NAPA COUNTY FIRE DEPARTMENT/CDF:** Chief Twohey, who is also St. Helena's citizen of the year, explained that they are a paid call/volunteer department and cover a four-square mile city and parts of the county as well. Chief Loveless is the Unit Chief from CDF and County Chief through a contract agreement with Napa County Fire Department.
5. **TRAINING SESSION:** "Positive Motivation Through Experience"
By: Karen Neuburger
6. **COMMITTEE MEETINGS:** Committees met from 11:20 a.m. – 11:50 a.m.

7. COMMITTEE REPORTS:

A. Budget – Gail Fullerton

No Report

B. Bylaws – Linda Benson

Linda announced that she will not be able to continue as the committee coordinator and is hoping that someone will step up and take this committee on. Suzy Kees, Shawn Crawford and Linda have been working on changes to the guidelines, which will be brought to the e-board for adoption soon. Linda is requesting that the new guidelines be adopted in January and her successor can work with the e-board on that. They hope to be able to have the guidelines posted on the web page.

C. Communications – Debra Thompson/Shawn Crawford

Shawn announced that she would be posting the guidelines on the web soon. The site is now password protected and that seems to be running very smoothly. President Beville announced that any suggestions on what should or should not be protected be directed to Shawn.

D. Conference – Sallie Ross

No Report – Next year's conference information is on the web; Sue will follow-up with the South's committee to find out about shuttle service from the airport to the Queen Mary.

E. Education & Training – Carol Abraham

No Report – Carol announced that today is Shari Holmstrom's birthday; Shari is attending the National Fire Academy in Emmitsburg, MD. We wish her a happy birthday!!

F. Historical – Linda Hoover/Kathy Glick

No Report - Linda wanted to know if there was a cost associated with Snapfish, which is an Internet based storage site for photos. At a past e-board meeting it was suggested that the historical committee contact the South's committee to find out how they are storing their photos on Snapfish. Linda and Kathy will contact the Southern Division's Historical Coordinator.

G. Meeting Coordinator – Barbara Safford

Locations are all set for 2006, but Barbara is requesting that people start thinking about 2007.

H. Nominating Committee – Barbara Safford

Barbara announced that the 1st and 2nd Vice Presidents would be stepping down in April this year. She went over the definitions of the roles, and is looking for members who might be interested in those positions to let her know.

I. Membership – Donna Heymans

We have 156 members. A few have not paid as of yet (due in September). There are 22 new members this year. We are looking to place the directory on line. Our membership has progressively increased over the years.

J. Sunshine – Dolores Jacquez

Shari Holmstrom asked Dolores to check into sending e-cards. East Bay Regional Parks did not want their computer used for this. It was asked of the membership if they thought it was worthwhile to send out birthday cards to the entire membership. The group did not show much of an interest in this idea.

K. Ways & Means – Linda Rosedahl

Linda announced that she must step down from her position as coordinator, but Maria Capraun has offered to take her place. Treasurer Ramirez announced to the membership that at the last executive board meeting it was discussed to phase out the Ways and Means Committee. It was not making much money, and there is no need to raise funds at this time. T-shirts and sweat-shirts can still be made available and we are looking to place this information on the web. The board is still open to suggestions on this committee.

8. LUNCH/OPPORTUNITY DRAWING: Broke for lunch at 12:25 p.m. – reconvened at 1:19 p.m.

9. BUSINESS MEETING:

A. ADDITIONS TO AGENDA/APPROVAL OF AGENDA:

Add Honorary Member as item #3 under presentation items.

M/S/C Carol Abraham/Shawn Crawford to approve the agenda with the addition.

B. CONSENT AGENDA:

1. Minutes – Quarterly General Membership Meeting September 16, 2005

2. Treasurer's Report

3. Correspondence Report

M/S/C Carol Abraham/Joyce Engler to approve the consent agenda as presented.

C. SECTION CHIEF'S REPORT:

No Report

D. PRESIDENT'S REPORT: President Beville announced that seven Northern Division AFSS members were present at the Cal Chiefs conference in Riverside this September. It was a great time to network and we met Chief Michael Smith there and invited him to become our Section Chief. Shawn Crawford received the President's Award for her hard work and dedication the Cal Chiefs website. The strategic planning session will be held in Dixon in January; board members will attend to represent our section. She also touched on the joint e-board meeting held in San Luis Obispo in November and the subjects that were covered.

E. PRESENTATION ITEMS:

1. Five, Ten and Fifteen Year Members - Carol Abraham and Linda Harlow announced the five, ten and fifteen year members and presented those in attendance with their gifts. The five-year plaque award recipients include: Janelle Saigeon of Yuba City FD, Laura Wood of Vacaville FPD, Pat Soler of Moraga-Orinda FPD, Linda Harlow of Corte Madera FD and Sheryl Arend of Red Bluff FD. The ten-year clock recipients include: Judy Winter of Chico FD, Susan Crowell of Carmel Valley FPD, Linda Benson of Higgins FD, Linda Hoover of Lodi FD and Susan Downey of Scotts Valley FPD. The fifteen-year members present were given paperweights with the Cal Chiefs/AFSS logo etched on them. The fifteen-year members include: Carol Abraham of Kentfield FPD, Barbara Roberson of North County FPD, Joyce Suihkonen of Vacaville FPD, Barbara Rogers of Diamond Springs/El Dorado FPD, Susan Barfoot of Woodbridge RFPD, Nancy Roberts of Novato FPD, Barbara Lowas of West Sacramento FD, Bette Hornstein of Benicia FD and Polly Fry of Pacific Grove FD.

2. Lifetime Members - Rita Lockett, formerly of Skywalker Ranch FB, and retired former Section Chief Michael Groshong were presented with gold AFSS name badges as Lifetime Members.

3. Honorary Member - Chief Groshong's wife, Sandra, was given Honorary Member status.

4. Member of the Year - Shawn Crawford received the Member of the Year award. She was presented with a silver helmet necklace, a plaque, and a \$200.00 contribution to the charity of her choice.

5. Membership Participation Drawing for Free Conference Registration - was awarded to Linda Harlow of Corte Madera FD.

6. First Time Attendee Conference Registration Drawing - Dora Ramirez announced that Gina Tassinari from El Dorado Fire District was the recipient.

10. GOOD OF THE ORDER/ROUNDTABLE: Gail Sharpsteen wanted to let everyone know that the tuxedo vests on the wine bottles were made by Suzy Kees, and she has more available if anyone would like to purchase them. Shawn Crawford wanted to know if the membership/organization wanted to do anything for Angelica Silveira's daughter who has a very rare disease. Sac Metro has a new fire chief. Barbara was in charge of her former chief's retirement dinner, and she thanked members Linda Hoover and Kathy Glick for their presentation on "Coordination of Events" at a past meeting. It really helped her to plan a successful event. Kathy Glick announced that Christmas cards are available to make on the Costco web page. She also stated that San Joaquin County has eight members in attendance today. A suggestion was made to have a well-known chief send out a message to all chiefs in support of AFSS membership/participation, and Carol Abraham reminded membership that we need to include CDF administration. First time member, Susie Lopez of Rumsey Rancheria FD, expressed what a great time she had and what a welcoming group we are. Patty Wiersma from Union City thanked the group and Dora Ramirez, also from Union City for the opportunity to attend her first meeting. Group photos from the conference in April are available from Tammy Bergstrand.

11. NEXT MEETING: March 17, 2006 at El Cerrito Fire Department hosted by Linda White

12. ADJOURNMENT: M/S/C Shawn Crawford/Linda Hoover to adjourn the meeting at 1:42 p.m.

Respectfully submitted,

Karen S. Franssen

Karen S. Franssen, Recording Secretary