



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

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

LOCATION: Sacramento Metropolitan Fire District
4427 Dudley Blvd.
McClellan, CA

ATTENDANCE:

Joyce Engler	Tammy Barnett
Beverly Fuchs	Lara Kelley
Jodi Martin	Debbie Miller
Crystal Smyth	

1. **Call to Order** – President Joyce Engler called the meeting to order at 10:00a.m.

2. **Additions to Agenda/Approval of Agenda**

Motion by Jodi Martin to accept the agenda as presented, second by Beverly Fuchs. Passed.

3. **Approval of Past Minutes** – *President Engler*

A. Executive Board Meeting Minutes – July 17, 2009.

Motion by Jodi Martin to approve the minutes, second by Beverly Fuchs. Passed.

5. **Treasurer's Report** – *Treasurer Martin*

Treasurer Jodi Martin reviewed the finances. Discussion was held regarding dues and which fiscal year to deposit into. Treasurer Martin will hold any dues paid early for deposit in the appropriate fiscal year. A line will be added to the budget to indicate Conference carryover. Treasurer Martin continues to work with the accountant to file taxes. Treasurer Martin noted once everything is set up this year, the process becomes easier.

6. **CFCA Section Chief Report** – *Chief Haverty*

Chief Haverty was unable to attend – nothing to report.

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

President Engler reported the Cal Chiefs conference was successful.

One of President Engler's goals is to create a written report to present at the Cal Chiefs Strategic

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Planning Meeting in January, 2010. The written report will include the AFSS mission statement, the Executive Board and contact information, as well as the training topics from 2009 and 2010. President Engler hopes to ask the Chiefs for training ideas that they think would be helpful to their administrative person.

President Engler has sent an e-mail to Chief Gilbert asking for help understanding what the PRP \$100 certification fee goes toward; is there anything AFSS can do to reduce the cost (some members cannot afford the cost). E-Board members discussed suggesting the certification fee be charged for each level instead of a flat fee, sponsoring the cost, or making it part of the incentive program. Discussion will continue.

8. Business Items

A. General Membership Meeting Minutes – September 18, 2009 – *Debbie Miller*
No additional changes.

B. SOG Update - *Joyce Engler*. President Engler has the SOGs in her possession and is in the process of updating the SOGs to include changes made since 2007.

C. Division Participation Survey – *Joyce Engler* The Executive Board reviewed the AFSS Satisfaction Survey. The following suggestions were made:

- Educate membership about committees and explain how committees work with their Board Liaison.
- Send a 'why didn't you renew your membership' to ex-members.
- Increase our outreach
- Give a report to the general membership of what the Executive Board talked about/reviewed regarding the survey
- If the conference committee holds a web-based committee meeting, ask them to report back to the Executive Board and the general membership and let them know if it worked or not.

D. General Membership/Executive Board Meeting Schedule – *Joyce Engler*

Based on comments received at the September meeting the Executive Board discussed having four less meetings a year based on a proposed meeting plan submitted by President Engler. The Board agreed this will not work. After discussion, the Executive Board came up with the following questions about quarterly meetings to ask the general membership (via on-line survey):

- Does the meeting day need to be changed?
- Does the meeting month need to be changed?
- Does the month of the quarter need to be changed?
- Should the starting time of the meeting be changed to 9:30am so that training has a dedicated time of two hours?
- What would the perfect AFSS meeting look like to you?

President Engler will condense the Quarterly Meeting agenda by moving all business items to the Executive Board agenda(s). President Engler also asked all Executive Board members to send an article to the Hot Links.

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E. 2010 Yearly Planner – *Joyce Engler*

It was agreed to continue holding the Executive Board meetings at different locations.

F. 2008/09 Audit – *Lara Kelley*

Lara Kelley, Budget Committee Chairperson, performed the annual audit and found all to be in order. Chairperson Kelley reported Treasurer Martin is doing a good job. President Engler asked a copy of the expense report form backup for individual member reimbursements be included to her. President Engler will e-mail an electronic version of the reimbursement form to Executive Board members and Shawn Crawford will be asked to post the form on line as well. Chairperson Kelley will give the audited financial documents to Treasurer Martin for safe keeping. The Executive Board discussed where to store archives. Research will be conducted on cost and availability of a small storage facility in Oroville.

G. Incentive Program – *Jody Martin*

Chairperson Jodi Martin reported the four Conference Registration awards will be incentives and the December quarterly meeting is free. Chairperson Martin will ask Shawn Crawford to let the membership know about the First Time Conference Attendee drawing.

H. Strategic Plan for Fund Balance – *Joyce Engler*

The Executive Board had discussed this at their July meeting. Chief Haverty suggested designating a percentage of our budget or a set amount to spend down to. The Executive Board needs to decide how much money to have in the reserve account. The balance at the moment is \$16,500. Average yearly expenses are \$15,000 (3-year average). The Executive Board discussed tightening budget line item expenses. The suggestion will be to create a reserve account in the 2010-11 preliminary budget based on 75% of the 2009/10 projected revenues. The remaining fund balance in the checking account at the end of the 2009/10 fiscal year will be earmarked to spend (in equal amounts) over the next 5 years in the incentive line item.

I. Bank Account Issues – *Jody Martin*

Discussion was held in July to move the AFSS checking accounts from Bank of America to Wells Fargo because of the high cost of banking with BofA. Motion by Joyce Engler to change banks from Bank of America to Wells Fargo for ease of business. Second by Beverly Fuchs. Passed. Treasurer Martin will coordinate the change over.

J. Committee Coordinator Positions – *Joyce Engler*

In December the Education and Training Committee will have one member left. As of December there will be no training topics for 2010. The Historical Committee and the By-Laws Committee are also void of members. Committees will be asked for a status summary – document location, responsibility of the committee, status of projects – to

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be submitted to the Executive Board. Tammy Barnett will contact Meghan Scannell to confirm she is working on the March training (Web hosting). The Executive Board will take on the job of creating training topics for 2010.

The Executive Board entered into Closed Session at 2:00pm.

K. Member of the Year – *Joyce Engler*
The member of the year was chosen.

L. Lifetime/Honorary Member Nominees – *Joyce Engler*
Four nominees were approved for lifetime member status.

The Executive Board returned to Open session at 2:30pm.

M. Member Service Awards – *Beverly Fuchs*
Beverly Fuchs has a list of names that are eligible for 5, 10 & 15 year awards. Discussion was held regarding lapse of membership due to economic hardship and if those members have to start back at year 1 in the award arena.

N. AFSS Joint E-Board Meeting November 6, 2009 Agenda Items – *Joyce Engler*
Two topics were submitted: did the free quarterly meetings increase attendance and what are the conference topics.

9. E-Board Committees' Liaison/Coordinator Reports (*as needed*)
No reports.

10. Items for December 4, 2009 Quarterly Meeting Agenda – *Joyce Engler*
Spotlight on Committees: Membership Committee, Meeting Host Coordinator, and Legislative Task Force.
Place a ticket in front of each seat to write a training topic on.
Spotlight on Committees – Choose committees for the March meeting
Member participation on Committees (Beverly Fuchs will speak)
Nominations for E-Board positions
Drawing for free conference registration (x2)
First time attendee drawing
5- 10- 15- yr members
Lifetime member
Member of the year

11. Good of the Order/Roundtable
No reports.

12. Adjournment:
There being no further business, the meeting adjourned at 2:55pm upon motion by Jodi Martin, second by Beverly Fuchs. Passed.

Recap:

Written report for presentation at Strategic Planning Meeting

SOGs updated to 2009

A new survey using the questions noted

Condense quarterly meeting agendas

Research cost/location of small storage facility

Ask Shawn Crawford to post information about the First time Conference Attendee drawing

Move accounts to Wells Fargo Bank

Status summary from Committees

DRAFT