



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

**Minutes  
Executive Board Meeting  
August 3, 2007**

**Location:** Sacramento Metropolitan Fire District  
2101 Hurley Way, Room 117  
Sacramento, California

**Attendees:**

Carol Abraham	Sue Beville
Maria Capraun	Joyce Engler
Beverly Fuchs	Linda Hoover
Susie Lopez	Sallie Ross
Susan Tuvell	

**Call To Order:** President Engler called the meeting to order at 9:45 a.m.

**Additions to/Approval of Agenda:** No additions to Agenda.

**Approval of Past Minutes:**

- A. Executive Board Minutes – April 16, 2007 presented and approved. Susan Tuvell and Sue Beville M/S/C
- B. Joint Executive Board Meeting Minutes – April 17, 2007 – Change Altizer to SOUTH; Approved with change – Sue Beville and Susan Tuvell M/S/C

**Treasurer's Report:** Treasurer Beville asked if everyone had the opportunity to review current report.

**CFCA Section Chief Report:** Chief Smith was absent, nothing to report.

**President's Report:** President Engler stated that she is open to suggestions and improvements. Her mission is to keep AFSS positive and moving forward. She did state that, due to personal commitments, she will not be able to attend the quarterly meeting in Marina on September 21.

**Unfinished Business**

- A. Items from Joint Executive Board Meeting – Engler
  - 1. Tax ID for Cal Chiefs Sections: Sue Beville (North) reported that she is working with Lisa LeCates (South) and has acquired Northern division's tax ID #. (Currently trying to verify if Cal Chiefs is 501 C3 or 501 C6. Tammy Bergstrand is researching.)
  - 2. AFSS Conference Account: The agreement is that we will close out current checking account and each division will open a new account. It was determined that \$684.75 is needed from each section to zero out the current account and each division would start up new account with \$1000.00. Start up the conference account with \$2000 (\$1000 matched funds) at first of the

year. **Put this item on Agenda for Eboard Meeting.** We should consider a blanket donation from each division to assist funding future annual conferences.

- B. **Ways and Means** – Maria Capraun will put out request via message board to see what items our members would like to see offered. These items should be non-profit. Fund raising for conference is allowable. We will need to provide documentation if profit is involved.
- C. **Cal Chief's Annual Registration** – One or two representatives are needed at conference. Sallie Ross and Sue Beville have volunteered. Susan Tuvell & Joyce Engler will be representing AFSS for EBoard attendance. The registration need is for Monday through mid day Tuesday. Is mileage reimbursement available for commute? **Joyce Engler will research.**

#### **New Business**

- A. **Cal Chiefs Legislative Task Force Representation** – Create new committee for AFSS North for this function. Two - Would coordinate with South and ONE would be representative to CalChief meetings. 4-6 meetings per year. One main rep and an alternate is suggestion. Southern Section Chief has volunteered. South is in favor. A general member is a better representative of our membership. A North member is extremely interested and we would like to encourage participation. BUDGET- Travel expenses to be determined. (Shared expense – guideline and cap needs to be established; travel, accommodations, mileage, or car rental.) Susie recommended government allowances which are established. Appropriate expense forms to be completed. Per Diem rates are available on government website relative to districts. Suggest to CalChief that we would like to have one of two people attending.

***A Conference call was placed at 10:30 to Southern Division during their executive board meeting for joint brainstorming discussion on Legislative Task Force representation:***

Sylvia Diaz stated – It would be best not to have Chief Benson represent us. South has one person interested. North also has one person interested. It was suggested that we create a new committee for each division; and determine one to be the representative and the other would be an alternate to represent AFSS at the Legislative Task Force meeting. These representatives would then share what they learn at the meetings. This joint committee would consist of the two interested parties. The task force meetings are held in Sacramento. Travel and food costs should be reimbursable. (One day meeting shouldn't require lodging.) If dates are set in advance – accommodations should be made in advance at lowest possible rates (air fare). Becky Timmers asked for clarification on the need for a committee. Sue Beville stated perhaps both divisions could share the costs. Lisa LeCates stated that we should maintain separate expenses. Becky Timmers stated that the representative should, upon returning, distribute knowledge gained from attendance to all AFSS members. This would be a committee position only not a Board position. Lisa LeCates suggested alternating attendance between North and South for this task. This is not a consideration as we can only have one AFSS representative. How should we determine the main representative? Joyce Engler suggested putting both names in a hat and draw for main and alternate. Celia Contreras/Santa Fe Springs Fire Dept. has volunteered to be South representative; Delores Osby of Gilroy Fire Department has volunteered for North. It was also suggested that we alternate every other year for primary position. Dolores Osby was chosen from hat during this conference call. Celia Contreras will be alternate. Names and contact information will be shared between the two. Sue Beville stated that the attending member should take notes to share information. It was determined the respective Division would pay the cost for its member.

- B. **General Membership Meeting Minutes:** June 15, 2007; Highlight action items; some minor revisions have been received and noted.
- C. **Nominating Committee:** Shawn Crawford was absent. Recording Secretary Board position will be available for interested person. **Flyers need to go out showing availability and offerings to all members. Shawn is asked to put together a nomination flyer on the website.**
- D. **Lifetime Membership SOG:** – Susan Tuvell stated that involved members be considered. **Add “contributing” member to verbiage in SOG – Page 16. Change “retirement” to “separation”.** Sue Beville suggested a form be submitted for the nomination. Suggestion: This nomination should be submitted to First Vice President with a cut off date of 2nd Friday of October.
- E. **Member of the Year Nominations:** Joyce Engler stated that there has been one nomination received. Also, the form on website needs to be updated. **Joyce will contact Shawn for name and date revisions.**
- F. **First Time Conference Attendee Scholarship SOG** – Susan Tuvell spoke of SOG. Language was reviewed by Board. This form should be made available on line. **Sue Beville will create this form.** Add January 10 as the date for acceptance if presented to alternate recipient. It was suggested that when names are drawn – draw first and two alternates at December meeting. Publicize these names following the drawing.
- G. **Biannual Audit Guidelines:** No guidelines are in place at this time regarding changing of the Treasurer. Joyce Engler / Sue Beville will inquire with South to see if they have guidelines. Carol Abraham will contact Linda Benson to confirm current contact information (email). We need to establish this guideline before an audit can be done. Suggested language for SOG by September meeting with intention to complete audit by fall EBoard meeting. Future audits should be completed by July meeting. Audits should be archived. **Sue Beville will research this.**
- H. **E-Board Committees’ Liaison/Coordinator Reports:** Carol Abraham welcomes and encourages Board representation to attend Education Committee meetings. Sallie Ross volunteered. (Meetings occur in February on a Wednesday.) We need to encourage participation from our membership. Core committee will be leaving and we need to think about bringing in new interested members. We don’t want this committee to discontinue due to lack of interest. Quarterly Meetings: Way to encourage attendance and participation – carpool prizes? Change dates from Fridays? Review surveys from conference and provide Carol Abraham any information that pertains to education. During annual conferences consider mixing new/old members and North/South members. Assign a buddy for first day of attendance. Conference Committee suggestion - both EBoards could set up a get together for new/first time attendees to break the ice at a reception, breakfast or cocktail hour. Introduce them to one another and give them a familiar face on the Board. Suggested quarterly meeting topics: PRP; Administration; Inspiration (rotate quarterly). It was suggested that we keep in mind all levels of PRP education. We need to address lower levels as well as advanced levels. Suggestion was made to direct a letter to all chiefs with a special invite to bring their administrative assistant to a meeting. Hostess of that particular meeting would send out this invite to nearby agency chiefs. September quarterly date may need to be changed due to conflicts of other events. We should consider flexibility in future meeting dates. A suggested topic for a quarterly meeting was combat challenge firefighter experiences. It was also suggested that each committee do a recruitment pitch at the quarterly meetings to encourage participation and solicit fresh ideas.

#### **2008 Education Topics:**

- March – Fairfield – Think outside the box II;
- June – Cosumnes - PRPII State and Federal Regulations
- Sept – Clovis – PRP I

- December – Rumsey Rancheria FD – Canine Search and Rescue (Susie Lopez will contact Yolo County for speaker) Linda Hoover also suggested arson dogs. Another suggested demonstration resource was CalFire.

**Historical Committee** – No report at this time.

**Sunshine Committee** – nothing to report

**Items for September 21, 2007 Quarterly Meeting Agenda**

- First time conference members
- Lifetime membership SOG
- Member of the Year nomination
- Two committee representatives to give overview of their committees to attendees
- Announce Legislative Task Force committee members (primary and alternate)
- Bi-annual audit guidelines draft

**Membership Committee:** Renewals are coming in slowly. Suggestion was made to re-implement giving new pins with new membership. **Create a welcome packet** to include: Bylaws, SOG, name badge, pin and committee statements/information, latest issue of Hotlinks along with assignment of user name and password. Corresponding Secretary could help assist with the coordination and implementation.

**Conference 2009** – Sandy Sanders suggested Asilomar. **Susan Tuvell and Shawn Crawford will research facilities and nearby hotels when attending the Marina meeting in September.**

**Good of the Order/Roundtable:**

- Sue Beville – Her department is waiting for RFP from Livermore Lab for Fire Department merge.
- Susan Tuvell – Barbara is only at 20% in her rehabilitation. Susan stated that Barbara is eligible for retirement in two months.
- Maria Capraun announced they are recruiting for a new chief
- Sallie Ross – Her department is somewhat back to normal after the recent Tahoe fire. The new focus has become fire clearance. Sallie provided a slide show of some of the photos taken during the fire.
- Linda Hoover stated she will be on medical leave for two to three months beginning in October due to shoulder surgery.
- Susie Lopez stated her department has kicked off destination resort project. The growth is overwhelming and there is planned development to triple the size of casino. The golf course is due to open in December.
- Joyce Engler – Training Officer Symposium is going strong. Lynn Pearson working on final draft of registration. They are awaiting the website startup.

**Adjournment:** 12:45 – Bev Fuchs; Sue Beville M/S/C

**Respectfully Submitted** by *Beverly Fuchs, Recording Secretary, City of Folsom Fire Department*