



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

Minutes  
AFSS North Quarterly Meetnig  
Friday, December 2<sup>nd</sup>, 2011

**LOCATION:** South Marin Fire

**HOST:** Susan Kim, South Marin Fire

**ATTENDANCE:**

Carol Abraham	Kentfield Fire Dept.
Valerie Erwin	Cosumnes Fire
Joyce Engler	Truckee Fire Protection District
Chrissy Flynn	Alameda County Fire
Tracey Hansen	Cosumnes Fire
Linda Harlow	Corte Madera Fire Dept.
Donna Heymans	Rodeo Hercules Fire
Shari Holstrom	Georgetown Fire Dept.
Lara Kelley	Sacramento Metropolitan Fire District
Susan Kim	Southern Marin Fire
Jodi Martin	Rescue Fire
Nancy Roberts	Novato Fire Dept.
Mollie Meyer	Sacramento Metropolitan Fire District
Sallie Ross-Filgo	South Lake Tahoe Fire
Meghan Scannell	UC Davis Fire
Marne Schreiber	Fremont Fire Dept.
Crystal Smyth	Yocha Dehe Fire Dept.
Kellie Sullivan	Marin County Fire
Phoenicia Thomas	Marin County Fire
Renee Vetter	San Ramon Fire

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**Call to Order** – Scannell called to order at 1008

**Introduction**

- Introduction of the Southern Marin Fire Department by Chief Jim Irving

**Additions to Agenda/Approval of Agenda**

- Scannell proposed the addition of committee reports and the strategic plan
  - Carol motion Debra seconded

### **Approval of September Quarterly Minutes**

- Shari motioned to approve
  - Joyce seconded approval of minutes

### **Training Session**

- Vanessa Errecarte from the California Fire Foundation

### **Business Meeting**

#### **Section Chief Report**

- AB210 is now AB1387 and pertains to the health and safety code section 210 for medical transport
  - The Attorneys General Office has been asked to offer an opinion
- Pension reform going to be a large debate moving forward
- CFCA Director position (replacing John Malmquist) is out for application

#### **Treasurer's Report**

- Renee is still working on getting in the revenue for the last 15% of the membership dues
- Our taxes have been filed
- Paypal has been set up for conference registration fees and meeting dues
  - We are working on getting it set up for Annual Membership dues

#### **President Report**

- At the Cal Chief's conference we presented Chief Gilbert with a letter of appreciation and a donation in his name for the charity of his choice
  - Meghan read the letter of appreciation to the entire group
- AFSS drafts a strategic plan each year
  - Chief Hansen, Meghan and Valerie (AFSS South President) will be attending a Cal Chief's President's Forum in Sacramento on January 16<sup>th</sup> at which the strategic plan will be discussed
    - There will be a strategic planning meeting in Sacramento in January to meet with all the Cal Chief sections to collaborate on the Cal Chiefs strategic plan and share the sections strategic plans.
  - Meghan and Valerie welcome feedback from all members for the Strategic Plan
- Bev suggests making the Strategic Plan more focused on steps to achieve, rather than goals without means to achieve.
- At the September Quarterly we discussed a PRP revamp
  - Members in the South are eager to collaborate on this

## **Committee Reports**

### **Correspondence**

- A note of congratulations have been be sent to the new CFCA President Chief Demetrious Shaffer and President Elect Chief Nathan Trauernicht
- A sympathy card was sent to the family of Linda Jones, a founding member of AFSS
  - We sent a \$100 donation to the Alisa Ann Ruch Burn foundation in her name

### **Education/Training**

- We are currently working on topics for the next year
- 2012 Meetings
  - February 2012 – Alameda County – DMV Endorsement Changes
  - June 2012 – Lake Fire – Critical Incident Stress Management and Self Defense
  - September 2012 – San Ramon –Microsoft Access
  - December 2012 – UC Davis – How to work with your PIO

### **Budget**

- Renee and Valerie are working on an audit of the budget
  - They are finding a lack of documentation of what we as AFSS require
  - They would like to look at SOGs as to what are the requirements for financial documents

### **Bylaws**

- Joyce has not been given any new documentation
- The SOGs approves at the September meeting have been put on the website
- It was originally proposed that we finance name badges for incoming E-Board members and cease making badges for new members
  - The E-Board decided unanimously to reinstate the purchase of badges for new members, at the request of the membership
  - The general membership agreed that we should change the way we distribute them as a way to encourage new members to attend a meeting to pick up their badge
  - The E-Board also thought that it would be fun to have a separate raffle at the General Membership meeting for members who attend and wear their badge

### **Meeting Coordinator**

- All the meetings for 2012 are scheduled (see Education/Training topics above)
- If you are interested in hosting in 2013 please contact Dolores

### **Membership**

- Bev has transitioned over all the information from Donna Heymans, outgoing Membership chair
- Bev changed the membership form and added a couple new lines and added her contact information
  - The form is fillable electronically

- Bev would like to contact the agencies that are not members anymore to evoke interest

### **Ways and Means**

- There was no budget on Ways and Means this year
- Valerie wants to ensure that if we are purchasing items that they are items that we will appreciate and support
  - Carol would like to see the AFSS mouse pad

### **Lifetime Member**

- Carol Abraham was recognized as AFSS North's latest recipient of Lifetime Membership

### **Member of the Year**

- Donna Heymans' was awarded Member of the Year and a \$100 donation will be given in her name to the charity of her choice.

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### **Years of Service**

- 20 years
  - Shari Holmstrom (present), Dolores Nunez-Jacquez, Debra Thompson (present)
- 15 years
  - Shawn Crawford
- 10 years
  - Nancy Colby, Debbie Frick, Michelle Pease, Brian Weiss
- 5 years
  - Chief Randy Crawford, Katrina Daniels, Silvia Flores, Heather Robertson, Lara Kelley (present), Sally Lindke, Jennifer Ober, Meghan Scannell (present), Harold Schapelhorman, Debbie Tenbruggencate, Valerie Vijil

### **E-Board Elections**

- Three positions up for election this year
  - 1<sup>st</sup> Vice President – Valerie Erwin
    - Sallie motioned nomination, Jodi moved
  - 2<sup>nd</sup> Vice President – Rosa Meyer
    - Jodi Motioned, Bev moved
  - Recording Secretary – Chrissy Flynn
    - Bev motion, Susan Moved
- Vacancy for the Corresponding Secretary
  - Jodi is interested in fulfilling the term
- These changes will take effect at the conference in March after the installation banquet

### **Conference 2012 Update**

- Shawn Crawford has resigned as conference chair and position will be co-chair by Jodi and Valerie
- We need to have 50 people registered by December 31<sup>st</sup> in order to hold conference
  - You do not need to pay by the 31<sup>st</sup> but you will need to register
  - The South is encouraging their members to register
  - If you do register but do not attend you will be billed for the conference
- Food and sponsorship
  - Chrissy believes that at this time we have \$6000 in confirmed sponsorship
  - Chrissy asked the general membership if they would be opposed to holding the installation banquet off-site and no member was opposed
- Education and Training
  - We moved the DMV presentation to February's quarterly meeting so that AFSS could attend the Kim Allyn presentation at conference, and we could use Chrissy's contact at DMV to provide instruction
  - Father Miles will be providing a Conflict Resolution open forum and is looking forward to meeting our group
  - Innovative Solutions will provide task management and organizational skills
- First time attendees who received the possibility of a conference scholarship were:
  - 1<sup>st</sup> time attendee Kimberly Wilson, Mollie Meyer, Lori Tuthill
  - If the first recipient (Kimberly Wilson) is unable to attend, the scholarship will be passed to the second person drawn, Mollie Meyer. If she is unable to attend, the third name drawn will be offered the scholarship.

### **Quarterly Training**

- Scannell would like feedback from the membership on the length and content of our training
  - It was proposed that if a trainer was selected whose content would require more than two hours of instructional content, we would consider moving the meeting start time up by an hour to receive the greatest amount of training for our dollar.
  - General membership agreed to moving the meeting time up to 0900 to have more substantial training, in the event that a trainer requests additional time.

### **MRD**

- MRD is the Membership Resource Database
- Susan has received 63 comments on this database
- MRD is something the membership needs to revisit as Susan has put a lot of work into this
- It was proposed that we request updates on a different cycle; rather than annually, perhaps more feedback would be provided if the updates were solicited every two years?

### **Next meetings**

- Quarterly meeting will be held on February 17, 2011 sponsored by the Alameda County Fire Department at the City of Dublin Library.
- Next E-Board meeting will be held on Friday, January 6, at Cosumnes Fire.

## **Roundtable**

*Carol*

- Linda Hoover says hello to everyone

*Jodi*

- Extended thanks to the ladies that put all the names in the photo albums
- She is now Certified Child Safety Seat Technician
  - This was a 5 day course she took with the support of her department in Hayward

*Donna*

- Thanks the membership for her Member of the Year award
- They will be going from 6 to 4 stations
- Donna will have her first grandchild in April

*Debra*

- They are in the process of recruiting new Ops Chief that should be on board March-April

*Shari*

- Retires December 30<sup>th</sup>
- They have hired two part time people for her position
- She will be returning to help out as a retired annuitant to help with the transition
- Wednesday she leaves for Disney World and a Caribbean cruise

*Meghan*

- UC Davis has been in the news lately with the occupy protest
- She will be traveling to New York in January to visit friends

*Sallie*

- South Lake Tahoe Fire has slashed all division chiefs positions and created a shift commander position which captains were allowed to apply for
  - There are now 3 shift commanders

*Chrissy*

- Alameda County Fire Department has put a bid in to contract for service for Emeryville Fire

## **Adjournment**

- Meeting was adjourned at 3:10