



AFSS North E-Board Meeting Minutes July 14, 2017

Host: Nancy Tillotson
Location: Vacaville Fire Administration
630 Merchant Street, Vacaville

Attendance:

Nancy Tillotson President / Vacaville Fire
Danette Austin 1st Vice-President / Higgins Fire District (via phone)
Susan Kim Corresponding Secretary / Southern Marin Fire (via phone)
Kristyn Bitz Recording Secretary / Cosumnes Fire
Janice Parker Membership Chairman / Sacramento Regional Fire/EMS Com. Center
Paula Forencich Treasurer / Central County Fire Department
Dana Lipps Sac Metro Fire

Call to Order: 9:25 am by Nancy Tillotson

Additions / Approval of Agenda:

Nancy requested the following changes be made to the July 14, 2017 E-Board Meeting Agenda: correct the spelling of Nancy's last name; add Paula's name as Treasurer; correct the spelling of Danette's first name; replace 'Santa Mateo' Fire with 'San Mateo' Fire within agenda and the AFSS North Meeting Schedule.

Susan K. motioned to approve with revisions, Paula F. second, all approved.

Approval of E-Board Minutes of April 21, 2017:

Susan K. motioned to approve, Nancy T. second, all approved.

President's Report by Nancy T.

Meeting Schedule

Nancy T. discussed the 2017-2018 AFSS meeting schedule; specifically, the October and January meeting locations TBD. Susan K. offered to host the October 13, 2017 meeting. The January 12, 2018 meeting will be open to the Sacramento area. Kristyn B. will check with Cosumnes about hosting; if not granted permission, Dana L. can host, or possibly Janice P. Next meeting is a conference call on August 11, 2017 via phone.

Membership

Membership in Cal Chiefs is up, which is great news. Nancy T. was able to finally purchase membership. There are still technical issues to be worked out, but AFSS is now a paid member for FY 17-18. Nancy T. reminded members that Cal Chiefs do not maintain their website – it is a benefit to Cal Chiefs from the Western Fire Chiefs located in Oregon. This means Cal Chiefs have limited control/input on website issues. Nancy quickly discussed the importance of paying

membership renewal fees. Everyone is up to date, except Susan K. who is simply waiting on her agency to cut her membership check.

AFSS Logo

There seems to be confusion on the official AFSS logo. Kristyn B. has been assigned to use the *correct* logo on all AFSS documents going forward. The south has been using the wrong logo; it's still been popping up. Nancy T. sent Mollie M. the correct logo, which is now on the website. Nancy T. stressed the importance of downloading the correct one for use.

Google Docs Account

Lynda V. had previously created a Google Docs for AFSS. Nancy will send the link to Susan K. Nancy T. would like to know what software our group uses (such as Word 13 vs 15). Susan K. commented that within the MS Suite, docs do convert easily (unless using a very old version). She will always post agendas in PDF format. Susan K. is willing to work with other versions. Nancy T. discovered we didn't have an acceptable generic letterhead. The group discussed the suggestion someone made to capitalize "fire administrative services" on the letterhead. The group did not agree that it should be capitalized. It was suggested within the group to remove the logos from the bottom of the page, and include only the website address. Nancy T. will work on those updates. Nancy T. passed out the AFSS montage that was created – had discussed with Mollie M. about putting it on the website and FB page. The group is to look over the doc for errors/suggestions. Janice P. asked what it was to be used for – Nancy T. stated it didn't have a true home yet, but possibly on FB and maybe even a card for generic uses. Group will keep moving forward with the Google Drive account. Montage development will be tabled until there is a use for it.

Cal Chiefs Conference & Elections

Cal Chiefs conference is September 25-28, 2017 in Riverside, CA. Typically it is open to the President and first Vice President of AFSS. Nancy T. will touch base with Danette A. on attendance. Conference registration is normally \$300, but waived for President and/or Vice President if their respective agency cannot pay. If both paid, the waiver can be applied to one representative of AFSS to attend.

There are two candidates for the president-elect of Cal Chiefs: Jeff Meston, Fire Chief South Lake Tahoe FD and Edmond Rodrigues, Fire Chief Salinas FD. Nancy T. is awaiting their bios, and then AFSS North needs to decide how to use the group's only vote. Susan K. expressed her desire to vote for Meston as he is pro-woman, supports the role of admins, and knows how integral admins are to the industry.

Cal Chiefs Liaison Report by Chief Prziborowski

Chief Prziborowski administered the Oath of Office to both Kristyn Bitz as the Recording Secretary, and Paula Forencich as the Treasurer. Chief Prziborowski noted it's nearly impossible to attend AFSS meetings, and suggested to assign one area director so we have someone to attend. It was reported that the last couple of weeks have been crazy for all departments due to fires. Overall, the statewide numbers are down which is good. Nancy T. provided an update on the 2018 AFSS conference, which is April 25-28, 2018 to Chief Prziborowski. He informed the group that there are two candidates running for Cal Chiefs President-Elect: Jeff Meston, Fire Chief South Lake Tahoe FD and Edmond Rodrigues, Fire Chief Salinas FD. It was noted it is both wonderful and unusual to have more than one candidate.

Treasurer's Report – Nancy Tillotson on behalf of Joyce Engler

Apr / May / Jun 2017 Reports

It was noted that Joyce E. was not able to attend the meeting due to extenuating family circumstances, and as such, financial reports were sent out later than usual. Nancy T. stated she will send a card to Joyce E. on behalf of AFSS. Regarding the April report, two items were discussed: the expense for outgoing member plaques, and new member badges. No questions or concerns regarding the May report. In regards to the June report, Nancy T. was unsure what the 'PS Store' expense was for. Janice P. stated she will look into it as it may have been something Wendy C. had asked for. Nancy T. suggested to Paula F. to include more detail on description of transactions going forward. Finally, it was noted the Paula Maita expense was for name badges.

- June 2017
 - General Fund Balance:.....\$ 5,801.90
 - Conference Account Balance:\$ 7,333.39
 - Business Market Savings Balance:.....\$ 106.28
 - Reserve Account Balance:\$ 6,147.28
 - TOTAL:\$19,388.86

Preliminary Budget

Susan K. asked if her \$250 request was funded, and Nancy T. confirmed it was. Nancy T. had requested a change at the April meeting to increase outgoing board recognition awards to \$300; request has been funded. Projected income is \$12,502.69 with projected expenditures of \$11,815.00. More income is projected this FY than in the past; AFSS North is moving forward in positive direction.

Susan K. motioned to approved FY budget 17-18 as presented; Paula F. second. Budget will be presented to general membership at the September meeting for final approval.

Correspondence Report – Susan Kim

Susan K. emailed out a couple of survey drafts. Still trying to work on marketing/media log/process/proposal as she feels we need to be more active in marketing and reaching out to possible new members. It is a good time to evaluate our current program.

Nancy T. commented that she liked the survey; she knows sending out through Constant Contact will not cost us anything due to the recent upgrade in service. Nancy T. suggested sending out the survey after the membership drive closes, but before the quarterly training in September.

1. Old Business

- a. By-Laws: Jodi Martin has given up historical/meeting host coordinator to manage By-Laws and SOGs. Susan K. was asked if she prefers the help of someone or if she is good on her

own. She stated she does not feel comfortable making decisions on her own. She will reach out to Kimberly Wilson to see if she is interested in assisting Susan K. and will let the membership know the result. Joyce E. has sent out the proposed bylaws; the board needs to re-adopt because of the new signatories at the bottom of the page. We are also waiting on the South; they have accepted the proposed changes. Their meeting is September 12, 2017. Mollie will send out a notice to all members 30 days prior (in August), then both sections will approve at their respective quarterly trainings in September. Dana L. will then finally be official.

Danette A. motioned to approve proposed changes to by-laws; Nancy T. second, all approved.

- b. SOGs: The following changes have been proposed: changing 'quarterly meeting registration' wording to 'training' in order to emphasize the training aspect. Under registration, clarifying that if hosting agency does not seek reimbursement for meeting expenses, then a maximum of three members' training fee will be waived.

Paula F. motioned to accept the proposed changes; Danette second, all approved. SOGs will be presented to the membership in September.

c. Financial Audits:

- FY 12-13: (this is the year of Joyce's first term). The question was asked if FY 12-13 needed to be audited again. Joyce E. had to do an internal audit before she could start working on the books. In the previous years, there was discrepancy in the books and it was up to Joyce E. to figure out where we were financially. The board voted to accept Joyce's unofficial audit for FY 12-13.
- FY 13-14: Assigned to Sue B.
- FY 14-15: Assigned to Lluvica A.
- FY 15-16: Someone still needs to audit this year.

2. New Business

- a. Swearing In of New Board Members (refer to Chief Prziborowski's Report)
- b. Annual Membership Campaign: Janice P. reported that the membership drive has so far been successful. The membership form is working well. There are five new members officially; Paula F. mentioned she has three more new members to enroll. A reminder will be sent around August 15. Janice P. not able to provide exact enrollment right now, but will send it to the board later. Nancy T. likes the member's only section of the website – Mollie M. and Janice P. put together a member listing. Appreciation was expressed from the group, and it was noted what a wonderful feature it is. The listing for both North and South will be updated in September at the conclusion of the membership drive. Nancy T. requested Janice P. to provide names of those receiving awards in December at September meeting. Nancy T. wanted to know if AFSS has a retention policy, and does historical need to hold on to hard copies, or can they be saved electronically. Group will send what their respective agency's record retention policies are so we can develop our own.

3. Committee Reports

a. Bylaws – Jodi Martin

Nancy T. Will touch base with Joyce E. to let her know that Jodi M. has taken over the Bylaws committee. The North presented the proposed changes to the Joint Bylaws to the General Membership in December 2016. There were no concerns; the final document was adopted by the North at their General Membership meeting in March 2017. The South did not adopt the proposed Bylaw changes at their June 2017, GM meeting.

After July 1, 2017, additional updates required to change signatures.

South Board approved the proposed changes at their July E-Board meeting. They will present the updated proposal at GM meeting on Sept. 12, 2017.

North Board approved the proposed changes at July 14, 2017 E-Board meeting. They will present the updated proposal at GM meeting on Sept. 15, 2017.

b. Communications – Mollie Meyer

No official update. The group discussed the fact that the website now has the updated logos. It was also noted by Nancy T. that a new forum area is in the works for the website. It will be listed under the member's only section. It will be used to post messages and questions to the group. Nancy T. mentioned a Facebook post that caught her attention – it talked about the organization as a whole. She reminded everyone to get access to the member only Facebook page. Photos should be posted in the member only Facebook page, and then Mollie M. will sift through and choose ones to post in the public Facebook page. Nancy T. has also talked with Ron about the website/FB pages and the difference in new member pricing versus returning members. Ron had been unaware the renewal fee was just \$50.

c. Conference / 2018 Academy – Valerie Erwin & Joyce Engler

No official update. Dana L. mentioned the address was not listed in save the date. Nancy T. has been asked about the location of the conference as has Dana – members are trying to budget now. More information needs to be given on location. Danette A. will reach out the Valerie E. on when the rest of the information will be pushed out.

d. Education & Training – Valerie Erwin

No official update. Nancy T. stated direction is needed from the board in regards to upcoming training. Valerie E. has reached out to where September 2017 meeting is – location not yet confirmed. EMS BC Silici will be providing the training. JPA south – Woodside fire protection district. CPR, AED and first aid. Danette will reach out. December training – not known what the training topic is. We need to tap the resources of our membership. March training was initially to be hosted by Fairfield fire at Travis AFB, but a topic was needed. A new idea hosted by Vacaville for Fire Ops 101. It would be an opportunity to wear SCBAs, pull hose, etc. It was noted Valerie E. was not in favor of Fire

Ops as a training session – but will respect the board’s decision. Discussion on whether or not to use Fire Ops 101. Dana L. shared her view of fire chiefs – for us to go out and learn, and get a better understanding of what firefighters are up against. Sounds like most agencies would support this type of training for AFSS. The direction to Valerie E. is that the board is in favor of Fire Ops 101 in March 2018 and EVOC in June 2018. EVOC to be hosted by Lori Kicking.

Danette A. motioned to approve above mentioned training, Nancy T. second, all approved.

e. Historical –Susan Kim

Susan K. would like documents in centralized location. Nancy T. inquired about the video shown at Linda’s funeral; Susan K. is following up.

f. Legislative –Meghan Scannell

No official update. Nancy T. has reached out to Meghan S. to see if she is still interested in being the committee chair; no response as of yet.

g. Meeting Host Coordinator – vacant

No official update.

h. Sunshine – vacant

No official update. Nancy is performing the duties of the sunshine person right now as needed. The question was asked if still want to send out physical cards, or continue to send out e-cards? Suggestions are needed. It was noted that the group does enjoy receiving the hard cards. Nancy T. does have someone in mind for helping and will follow up at the next meeting.

i. Ways and Means – Lori Gay

At the last meeting, possible options on logo items were passed out. Nancy T. wants this as a priority this year, in addition to items to be handed out at conference. The following questions were asked: Where are the items listed on the website held in inventory? Who holds on to them and fulfill orders? Danette A. suggested items that are used on daily basis. Danette A. suggested fundraisers selling items without AFSS logos – general fundraisers like Lula Roe or Lip Sense, etc. Nancy T. mentioned it will need to be discussed more. The intention is make money and so we should not be limited to selling logo items. Nancy T. asked Danette A. to create a cost spread sheet of possible items to sell, and to formally present it to the membership. Nancy T. will send Danette A. what Lori G. had done previously.

Identification of items for next meeting

The next E-Board meeting is August 10, 2017 and is the joint one.

- Bylaws
- Website, new forum section, logos

- Conference 2018
- Difference in membership categories
- Cal Chiefs conference – any topics/ideas that need to be pushed

The next quarterly training is September 15, 2017 in San Mateo.

- Bylaws
- SOGs

Good of the Order

Nancy T: cell phone number is 707-290-7080 and desk is 707-449-5469 in case anyone needs to get ahold of her before, after, or during business hours.

Wendy Crosthwaite will be attending Chief Hansen's retirement ceremony tonight. She will make a presentation on behalf of AFSS North.

Adjournment 11:40am by Nancy Tillotson

Recorded by,

Kristyn Bitz

Kristyn Bitz
AFSS North, Recording Secretary