



ADMINISTRATIVE Fire Services Section Southern Division

AFSS Executive Board Meeting Minutes

February 3, 2017

Anaheim Fire & Rescue

Conference Call with CAL FIRE San Luis Obispo

Board Members Present

Danielle Bryan – President

Ron Liechti – 1st Vice-President

Janet Arthur – 2nd Vice President

Darilyn O'Dell – Treasurer

Audra Tellez – Corresponding Secretary

Leah Harris – Recording Secretary

Absent

Chief Wolfgang Knabe – Liaison Chief

Others present (via conference call)

Karen McCoy – Ways & Means Committee Coordinator

Valerie Nellis – Education and Bylaws Committee Coordinator

- A. **Call to Order** – Danielle Bryan called the meeting to order at 10:03 a.m.
- B. **Additions to the Agenda** – Bylaws to be discussed under round table.
- C. **Approval of the November 29, 2016 Executive Board Meeting Minutes** – Upon a motion by Darilyn O'Dell, seconded by Ron Liechti and unanimously carried the minutes of the November 29, 2016 Executive Board Meeting were approved with corrections.
- D. **Approval of the December 9, 2016 Quarterly Meeting Minutes** – Upon a motion by Darilyn O'Dell, seconded by Janet Arthur and unanimously carried, the minutes of the December 9, 2016 Quarterly Meeting were approved with a correction.
- E. **CalChiefs Presidents Forum and Planning Workshop** – Information was provided to the Executive Board regarding the workshop. First Vice President Ron Liechti discussed how the membership can increase using the connections the section has with CalChiefs. President Danielle Bryan talked to Chief Knabe and he will be attending at least two meetings a year.
- F. **Treasurer's Report** – Treasurer Darilyn O'Dell gave an update on the financial information.



ADMINISTRATIVE Fire Services Section Southern Division

- G. **Charitable Contributions** – Treasurer Darilyn O'Dell reported that she received two requests for the quarterly charitable contribution. After discussion, it was agreed upon to give the contribution to Water of Life Church global outreach fund in Chief Hartwig's son, Dawson's memory. It was nominated by Karen McCoy.
- H. **AFSS 2017 Educational Forum** – Registration has been sent out and an update was provided by Wendy Nesby. President Danielle Bryan will be reaching out to the CalChiefs President for his availability. Other Chiefs have offered their assistance with registration.
- I. **Constant Contact/Website** – Corresponding Secretary Audra Tellez is updating the distribution list. More information will be provided at the Joint Executive Board Meeting.

J. **Committee Reports**

Bylaws – Valerie Nellis

Nothing to report at this time.

Communications (Facebook – Leah Harris, Website – Vicki Varnes)

Facebook – Educational Forum information was posted.

Website – Nothing to report.

Education Committee – Valerie Nellis

Topics are available to the hosting agencies if needed. Use of Fred Pryor as a presenter at the quarterly meetings was discussed and it was determined that we would utilize if the need came up. All training topics need to be approved by the Executive Board prior to hosting agency setting the speaker up.

Historical – Leah Harris

Leah is working on a project for the Educational Forum. A fan-out will be sent to the membership for pictures taken throughout the year.

Membership Committee – Maria Koolhoven

Ron will reach out to Maria to ensure that new members are getting their welcome package.

Ways & Means Committee – Karen McCoy

Karen is working with Michelle Pearson on having shirts available for purchase at the Educational Forum. Car chargers are being used as giveaways and Karen will look into having items for sale on the website, just as the Northern Division has.

- K. **50/50 Drawing Scholarship** – Scholarship includes registration and ½ hotel room rate paid for three nights. Christina Sneekes from San Luis Obispo City Fire was selected as this year's recipient.



ADMINISTRATIVE Fire Services Section Southern Division

- L. **Phil Armentrout Scholarship** – Scholarship includes registration and ½ hotel room rate paid for three nights. Four members were selected as this year's recipients:

Chardelle Smith, Big Bear Fire Authority
Joanne Zazueta, Kern County Fire Department
Sandy Wodarck, Chino Valley Fire
Joanna Hernandez, Barona Fire Department

Second Vice President will verify recipients are current on their membership before awarding the scholarship to them.

- M. **Cookbook Fundraiser** – President Danielle Bryan will let the committee know we are no longer going to move forward with the cookbook due to lack of interest from the membership.
- N. **Annual Budget and AFSS Cash Reserve Discussion** – First Vice President Ron Liechti had questions regarding the budget and savings account. Darilyn went through the budget and why we have money set aside in the different accounts. This information will be given to the next treasurer.
- O. **New Board** – President Danielle Bryan wanted to remind the Executive Board that the two new board members will be installed in March, but will not take office until July. This will allow time for any training that needs to take place.
- P. **Review and Approve Agenda for March 14th Quarterly Meeting** – President Danielle Bryan has not received the agenda from Palm Springs Fire. Once she does, it will be distributed for approval and send out to the membership.
- Q. **Round Table** – Second Vice President Janet Arthur discussed wanting to revise the Bylaws to make certain sections easier to understand. Recording Secretary Leah Harris will follow up with the board on how changes can be made.
- R. **Adjourn** – With no further business to be brought forward, Danielle Bryan adjourned the meeting at 12:37 p.m.

Leah Harris

AFSS Southern Division Recording Secretary