

**AFSS is the
Administrative Services
Section of the California
Fire Chiefs Association
(CalChiefs)**

Our section is comprised of fire service administrative professionals throughout the State of California and is represented by a Northern and a Southern Division.

We are committed to serving the needs and interests of our members by providing a resource network that allows them to:

- **Increase their proficiency**
- **Enhance their professional status**
- **Promote educational opportunities**
- **Encourage leadership development**



www.afssca.org

**CALCHIEFS
ADMINISTRATIVE
FIRE SERVICES
SECTION**



**UNITED IN OUR EFFORTS,
WE STRIVE TO EDUCATE,
LEAD AND IMPROVE FIRE
ADMINISTRATION SERVICES
IN CALIFORNIA**



WHO WE ARE

Historically, the AFSS has served as a resource network for fire service office professionals.

In 1985, an information group of new Fire Chiefs gathered to discuss the meaning of that position and the assumption of authority in a formal organization. They decided to form an informal group to act as a sounding board for each other.

In 1986, their secretaries were invited to attend a meeting and, as a result, many of those attending discussed the idea of forming a networking group of their own. In 1988, the framework of the current formal organization was begun. By-Laws were written and adopted and the first Executive Board was elected.

In 1989, the Administrative Fire Services Section (AFSS) was officially recognized as a section of the California Fire Chiefs Association, and a vast professional networking nucleus was formed for all fire administrative support personnel.



WHAT WE OFFER

Quarterly trainings and an annual education forum provide members with relevant, timely education and opportunities to meet with their colleagues, both locally and across the state.

Some of the topics offered are:

- Fire Service Legislation
- State and Federal Aid
- Records and Retention
- Fire Agency Budget Development
- Workplace Ethics
- Software Usage and Technology
- Public Relations and the Media
- Employee Performance
- Fire Payroll and Fair Labor Standards Act
- Grant Writing
- Project Management
- Conflict Resolution
- Professional Enrichment
- Leadership



MEMBERSHIP

The AFSS website offers users a forum to share policies and procedures and post requests for information specific to their department or district.

AFSS offers opportunities to interact and collaborate with fire chiefs and other leaders in the fire service, allowing members to be informed of current industry issues and standards.

2021 Annual Membership Fees are:

- Active member \$60
- Associate member \$35
- Lifetime member \$10
- Sustaining member \$80
- Honorary member no charge