



ADMINISTRATIVE Fire Services Section Southern Division

AFSS Executive Board Meeting Minutes

November 6, 2015
Anaheim Fire & Rescue

Board Members Present

Wendy Nesby – President
Danielle Bryan – 1st Vice-President
Ron Liechti – 2nd Vice-President
Darilyn O'Dell – Treasurer
Leah Harris – Recording Secretary
Ruth Slusher – Corresponding Secretary

Absent

Chief Michael Antonucci – Liaison Chief

Others Present

Karen McCoy – Ways & Means Committee Coordinator

- A. **Call to Order** – Wendy Nesby called the meeting to order at 10:19 a.m.
- B. **Additions to the Agenda** – None.
- C. **Approval of the July 31, 2015 Executive Board Meeting Minutes** – Upon a motion by Ron Liechti, seconded by Danielle Bryan and unanimously carried the minutes of the July 31, 2015 Executive Board Meeting were approved with the following correction: fix spacing/formatting.
- D. **Approval of the September 15, 2015 Quarterly Meeting Minutes** – Upon a motion by Danielle Bryan, seconded by Ruth Slusher and unanimously carried, the minutes of the September 15, 2015 Quarterly Meeting were approved with the following corrections: Section G – change the word “with” to “will” and change “Lechti” to “Liechti” on the membership attendees page.
- E. **Section Chief Report** – Chief Antonucci was not present and no report was forwarded. President Nesby brought forward the discussion of needing an active Liaison Chief. Ruth Slusher will put together the responsibilities to send out. Darilyn O'Dell brought up that the Standard Operating Guidelines need to be updated. It was agreed upon that the Southern Division needs an active Liaison Chief.
- F. **Treasurer's Report** – Treasurer Darilyn O'Dell gave an update on the financial information.



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- G. **Charitable Contributions** – Treasurer Darilyn O'Dell reported that she received two requests for the quarterly charitable contribution. After discussion, the \$200 charitable contribution will be given to Firefighter Matt Powell to help cover the medical expenses for Xander's heart surgery. Matt Powell and his family were nominated by Karen McCoy of City of Riverside Fire Department.

H. **Committee Reports**

Bylaws – Valerie Nellis

Valerie received an email from Joyce Engler requesting to change the Bylaws revising the officer terms to July 1st of each year to be more in line with the fiscal year.

Communications (Facebook – Danielle Bryan, Website – Vicki Varnes)

Facebook – Danielle needs information sent to her for the Facebook page.

Website – Nothing to report.

Education Committee – Valerie Nellis

Nothing to report at this time.

Historical – Vacant

Nothing to report at this time.

Membership Committee – Maria Koolhoven

Nothing to report at this time.

Ways & Means Committee – Karen McCoy

Karen reported that Ways & Means is not making money and she is no longer able to put the time into this committee as she used to. She has been in contact with Janet Arthur about joining the committee. Challenge coins are in and there was discussion about the coins being a retirement gift. The SOG will need to be changed and an email will need to go out to see if anyone from the section will be retiring in the near future. Use of PayPal to pay for membership is being looked into by Recording Secretary Leah Harris.

- I. **Committee Vacancies** – The coordinator position for the Historical Committee is vacant. Leah Harris is the liaison and will write up a brief description of duties and have Coordinating Secretary Ruth Slusher send a Fan-Out. This will be discussed at the next Quarterly Meeting.
- J. **Member of the Year** – Ron Liechti went through the nominations and upon a motion by Ruth Slusher, seconded by Danielle Bryan and unanimously carried, Christine Flores from Rancho Cucamonga FPD was named Member of the Year.



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- K. **E-Board Nominations/Elections** – Ron Liechti will be sending out a draft email to the E-Board for review before sending to the section.
- L. **Phil Armentrout Fundraiser** – Ruth Slusher will be re-sending the fan-out for the fundraiser prior to Thanksgiving.
- M. **Cookbook** – Danielle Bryan is working with the Cookbook Committee and will give direction. Recipes for the cookbook are still needed and release date of cookbook was discussed.
- N. **Scholarship Drawing** – The scholarship drawing will take place at the December Quarterly Meeting.
- O. **December Quarterly Meeting** – Joyce Reed will continue to host the December Quarterly Meeting and it will be held in Montecito. E-Board confirmed that the President sends the agenda to the host of the Quarterly Meeting to fill in the speaker/education information. The section is currently working on the Active Shooter speaker.
- P. **Round Table**
Ruth Slusher will reach out to the membership regarding recruitment ideas. The AFSS boundaries were discussed and President Wendy Nesby will contact the Membership Committee to see if the North is receiving membership funds that should be going to the South. Once this is determined, President Wendy Nesby will contact the President from the North to discuss what needs to be done to get the memberships changed.
- Q. **Adjourn** – With no further business to be brought forward, Wendy Nesby adjourned the meeting at 1:09 p.m.

Leah Harris
AFSS Southern Division Recording Secretary