



AFSS North

Quarterly Meeting Agenda

September 17, 2020

Host: Sallie Ross

Location: Via Zoom Conference Call – Meeting ID: **924 2150 7780** passcode: **023244**
(or call in at: +1 669-900-6833, access code:023244)

0900 Flag Salute and Welcome

Business Meeting

- Call to Order
- Introductions
- Approval of 6.18.20 Meeting Minutes
- President's Report
- Treasurer's Reports
- Old Business
 - Strategic Plan Update
 - Website Update
- New Business
 - Request to change Bylaws language
- Committee Reports
 - ByLaws and SOGs – Jodi Martin
 - Communications – vacant
 - Education and Training – vacant
 - Historical – Sallie Ross
 - Legislation – vacant
 - Meeting Host – Joyce Engler
 - Membership – Lynda Vargas
 - Sunshine – Aleta Cook
 - Ways and Means – Lori Kicking
 - Identification of Items for Next Meeting

0930 Strategic Plan Development

1100 Adjournment

Upcoming Meetings

10.09.20	E-Board Meeting	Zoom call hosted by Sallie Ross
11.11.20	Joint E-Board Meeting	Zoom call hosted by South
12.03.20	Quarterly Training/Membership	West Sacramento Fire Museum
1.08.21	E-Board Meeting	Zoom call hosted by Sallie Ross
2.10.21	Joint E-Board Meeting	Zoom call hosted by North



AFSS North

Quarterly Meeting Minutes

June 18, 2020

HOST: Lynda Vargas

LOCATION: Via Zoom Conference Call
Meeting ID: **974 2406 0755** passcode: **716982**
<https://zoom.us/j/97424060755?pwd=VFkxb25mUkR6LzV6ZVBpRDh5TTd6UT09>

ATTENDANCE

Lynda Vargas	President / West Sacramento Fire
Janice Parker	1st Vice President / Sac Regional Fire/EMS Comm Center
Sallie Ross	2nd Vice President / South Lake Tahoe Fire Rescue
Clara Turner	Treasurer / Central Fire Protection District
Marisela Suarez	Recording Secretary / Cosumnes Fire
Dominique Maurer	Member-at-Large / Modesto Fire
Aleta Cook	San Mateo Fire
Andrey George	Contra Costa County Fire
Brittany Strohmayr	Cal Fire Felton
Carmen Delgado	Metro Fire
Christina Burroughs	El Dorado Hills Fire Department
Dana Lipps	Metro Fire
Dominique Maurer	Modesto Fire
Emily Cooper	Contra Costa County Fire
Emily Cooper	Contra Costa County Fire
Heather Robertson	Visalia Fire
Jill Guzman	Metro Fire
Jodi Martin	Life Member / Rescue Fire (retired)
Joyce Engler	Truckee Fire
Lara Kelley	Metro Fire
Laurie Dennis	Felton Fire
Lori Kicking	Sacramento Fire
Michelle Dehoney	Metro Fire
Molly Collins	Cosumnes Fire
Pam Dawson	Cosumnes Fire
Paula Forencich	Central County Fire
Robin Holcomb	Contra Costa County Fire
Sarah Melton	Aptos / La Selva Fire

The meeting was called to order by President Lynda Vargas at 9:02 am

Flag Salute	Sallie Ross
Welcome	Fire Chief Jeff Meston

Swearing in of 2020/2021 Executive Board

Jeff Meston – Past President, CalChiefs and Retired Fire Chief, South Lake Tahoe Fire Rescue conducted the new swearing of the Board. Chief Meston will be our new liaison to CSFA.

Approval of 12.05.2019 Meeting Minutes -

Motion to approve the minutes by Sallie R., seconded by Dominique M.; Vote: Unanimous, motion carried.

- President's Report – Lynda Vargas
Welcomed everyone and thanked everyone for attending given the unique circumstances we find ourselves in. She reminded everyone that the business meeting will be quick, and will be followed by a special presentation on Behavioral Health During a Pandemic, given by Fire Captain Leslie Asbury, Behavioral Health Program Officer for South Lake Tahoe Fire Rescue, who is certified in IAFF Peer Support and ICISF Advanced Assisting Individuals and Groups in Crisis.
- Treasurer's Report – Clara Turner
Clara presented the Treasurer's reports for December 2019, January, February, March, and April 2020. She has processed all refunds for the conference and is still waiting on two refunds from the hotel and speakers – should be in by the end of June. Motion to approve the Treasurer's Reports as presented by Lynda V., seconded by Paula F.; Vote: Unanimous, motion carried.
- Old Business
 - Strategic Plan Update
No report.
- New Business
 - Budget for 2020/2021
Clara presented the new budget for FY 2020/2021. No questions or issues were presented. Motion to approve the FY 2020/2021 Budget as presented by Sarah M., seconded by Paula F.; Vote: Unanimous, motioned carried.
 - Membership Campaign for 2020/21
The new membership form has been updated on the website. Will be sending an email for the new year and hope to be online via the new Wild Apricot web services by then. The only obstacle appears to be getting our bank account connected to Wild Apricot's pay system (Affinipay). Until then, the hard copy form on the website can be sent in with a check. Because this is a new system, as members register, they will be required to create an account. A notice will go out to this effect once online sign-ups are ready to go.
 - Meeting Dates for 2020/2021
Meeting dates for 2020/2021 were reviewed. The September meeting is scheduled to be at the Woodland Fire Department – hopefully it will be in person.
- Committee Reports
 - ByLaws and SOGs – Jodi Martin
 - Request made to change the ByLaws was presented to Board for life members to be able to serve on the Board and will be going to the E-Board for approval then presented to General Membership for vote.
 - Communications – Vacant
 - No Report

- Education and Training – Vacant
 - No Report
- Historical – Vacant
 - No Report
- Legislation – Vacant
 - No Report
- Meeting Host – Joyce Engler
 - Meeting locations are secure through 2021 and one for 2022 as well. Please contact Joyce if interested in hosting a meeting.
- Membership – Lynda Vargas
 - Report already given earlier.
- Sunshine – Aleta Cook
 - No Report
- Ways and Means – Lori Kickingner
 - No Report
- Good of the Order
 - Identification of Items for Next Meeting
-Website

Adjournment at 9:33 AM by Lynda V., seconded by Sallie R.; Vote: Unanimous, business meeting adjourned to the special presentation.

Respectfully submitted,

Marisela Suarez

Recording Secretary

Upcoming Meetings

07.10.20	E-Board Meeting	S. Lake Tahoe / Conf Call
08.12.20	Joint E-Board Meeting	Conference Call (host: North)
09.17.20	Quarterly Training / Membership	Woodland Fire / Zoom?
10.09.20	E-Board Meeting	S. Lake Tahoe / Conf Call
11.11.20	Joint E-Board Meeting	Conference Call (host: South)
12.03.20	Quarterly Training/Membership	West Sacramento Fire Museum



Treasurer's Report

AFSS Northern Division

7/1/20-7/31/20

<u>Main Checking Acct *8442 Beginning balance:</u>		\$ 11,114.75
Income:		
	Memberships	\$ 979.75
	Total income for period:	<u>\$ 979.75</u>
Expenses:		
	Constant Contact	\$ 45.00
	Paypal fees - Memberships	\$ 4.05
	Check #1025 - Sallie Ross - Qtrtly Trng gift	\$ 25.00
	Check #1027 - Paula Maita - Name badges	\$ 418.12
	Total expenses for period:	<u>\$ 492.17</u>
	<u>Subledger: General Fund Ending Balance</u>	<u>\$ 11,602.33</u>
	<u>Subledger: Carol Abraham (non-budgeted) Scholarship</u>	<u>\$ 402.97</u>
Income:		
	Total income for period:	<u>\$ -</u>
Expenses:		
	Total expenses for period:	<u>\$ -</u>
	<u>Subledger: Carol Abraham (non-budgeted) Scholarship</u>	<u>\$ 402.97</u>
<u>Main Checking Acct *8442 Ending balance:</u>		<u>\$ 11,602.33</u>
<u>Conference Checking Acct *8371 Beginning balance:</u>		\$ 4,701.77
Income:		
	Check #1027 - Conference refund	\$ (350.00)
	Total income for period:	<u>\$ (350.00)</u>
Expenses:		
	Total expenses for period:	<u>\$ -</u>
<u>Conference Checking Acct *8371 Ending balance:</u>		<u>\$ 4,351.77</u>
<u>Reserve Acct *8362 Beginning balance:</u>		\$ 6,280.01
Income:		
	Interest	\$ 1.07
	Total income for period:	<u>\$ 1.07</u>
Expenses:		
	Total expenses for period:	<u>\$ -</u>
<u>Reserve Acct *8362 Ending balance:</u>		<u>\$ 6,281.08</u>
<u>TOTAL AFSS NORTHERN FUNDS:</u>		<u>\$ 22,235.18</u>



Treasurer's Report

AFSS Northern Division

8/1/20-8/31/20

<u>Main Checking Acct *8442 Beginning balance:</u>		\$ 11,602.33
Income:		
	Memberships	\$ 1,109.50
	Total income for period:	<u>\$ 1,109.50</u>
Expenses:		
	Constant Contact	\$ 45.00
	Wild Apricot fees - Memberships	\$ 17.63
	Check #1028 - CalChiefs - Membership	\$ 400.00
	Total expenses for period:	<u>\$ 462.63</u>
	<u>Subledger: General Fund Ending Balance</u>	<u>\$ 12,249.20</u>
	<u>Subledger: Carol Abraham (non-budgeted) Scholarship</u>	<u>\$ 402.97</u>
Income:		
	Total income for period:	<u>\$ -</u>
Expenses:		
	Total expenses for period:	<u>\$ -</u>
	<u>Subledger: Carol Abraham (non-budgeted) Scholarship</u>	<u>\$ 402.97</u>
<u>Main Checking Acct *8442 Ending balance:</u>		<u>\$ 12,249.20</u>
<u>Conference Checking Acct *8371 Beginning balance:</u>		\$ 4,351.77
Income:		
	Total income for period:	<u>\$ -</u>
Expenses:		
	Total expenses for period:	<u>\$ -</u>
<u>Conference Checking Acct *8371 Ending balance:</u>		<u>\$ 4,351.77</u>
<u>Reserve Acct *8362 Beginning balance:</u>		\$ 6,281.08
Income:		
	Interest	\$ 1.06
	Total income for period:	<u>\$ 1.06</u>
Expenses:		
	Total expenses for period:	<u>\$ -</u>
<u>Reserve Acct *8362 Ending balance:</u>		<u>\$ 6,282.14</u>
<u>TOTAL AFSS NORTHERN FUNDS:</u>		<u>\$ 22,883.11</u>

Respectfully submitted by: AFSS ND Treasurer Clara Turner, clarat@centralfpd.com, (831) 316-3627
Bank Statements Available Upon Request



Strategic Plan

2020-2023

Acknowledgements

This strategic plan would not have been possible without the dedication and time of the Joint Executive Board and members of the Administrative Fire Services Section of the California Fire Chiefs Association.

Executive Board – North

Sallie Ross – President
South Lake Tahoe Fire Rescue

Christina Burroughs – 1st Vice President
El Dorado Hills Fire Department

Brittany Strohmayer – 2nd Vice President
CalFire/Santa Cruz County Fire

Marisela Suarez – Recording Secretary
Cosumnes Fire Department

Vacant
Corresponding Secretary

Clara Turner – Treasurer
Central Fire Protection District of Santa Cruz

Dominique Maurer – Member at Large
Modesto Fire Department

Section Chief
John Binaski
Clovis Fire Department
Liaison to Cal Chiefs

Executive Board – South

Maria Koolhoven – President
Redlands Fire Department

Michelle Pearson – 1st Vice President
CalFire/Pismo Beach Fire Department

Leah Harris – 2nd Vice President
San Miguel Fire & Rescue

Diana Herron – Recording Secretary
San Miguel Fire & Rescue

Maria Cabral – Corresponding Secretary
Santa Monica Fire Department

Christine White – Treasurer
Brea Fire Department

Section Chief
Chief Edward Hadfield
Rincon Fire Department
Liaison to Cal Chiefs

OUR SECTION

AFSS is the Administrative 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, enhances their professional status, and promotes educational opportunities, and encourages leadership development.

MISSION

To be an effective support system to all fire service professionals by utilizing the skills of our profession to strengthen administrative operations.

VALUES

Where Service,
Support, and
Success Thrive

SWOT ANALYSIS

To properly formulate a strategic initiative, each section developed a Strength / Weakness / Opportunity / Threat (SWOT) analysis. The following information details the findings of this analysis and shall serve as the basis of the strategic plan for the future of AFSS.

STRENGTHS

Strengths of the organization were identified as the following:

- Networking opportunities
- Trainings
- Wealth of information
- We are welcoming to new members
- Professionalism
- Donations to charity

WEAKNESSES

Weaknesses of the organization were identified as the following:

- Filling leadership positions
- Apathy
- Communication
- Ability to attract members
- Succession planning

OPPORTUNITIES

Opportunities for the organization were identified as the following:

- Recruitment
- Increase visibility
- Encouragement / outreach
- New board / ideas / energy
- Revenue

THREATS

Threats to the organization were identified as the following:

- Lack of membership
- Apathy
- Participation
- Funding
- Support from departments

AFSS INITIATIVES

Initiative 1- Succession Planning / Filling Positions

AFSS should serve as an advocate in the succession planning process each year to ensure board positions are filled.

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Initiative 2- Training

AFSS should focus on and improve efforts to provide world-class training to the members of the organization.

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Initiative 3- Membership Recruitment and Retention

AFSS should take measures each year to recruit and retain membership.

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