

**California Fire Chiefs' Association
ADMINISTRATIVE FIRE SERVICES SECTION
NORTHERN DIVISION
MINUTES
GENERAL MEMBERSHIP MEETING MINUTES
Friday, June 20, 2003**

LOCATION: The meeting was held at the Lake Valley Fire Protection District, hosted by Gail Fullerton.

ATTENDANCE:

Abraham, Carol

Anderson, Marcie

Benson, Linda

Beville, Susan, Corres. Sec.

Burns, Linda

Capraun, Maria

Crawford, Shawn, 1st VP

Engler, Joyce

Fullerton, Gail

Glick, Kathy

Harlow, Linda

Heymans, Donna

Holmstrom, Shari, Treasurer

Hoover, Linda

Jacquez, Dolores

Joseph, Mary

Kammerer, Karen

Kositzin, Melissa, Rec. Sec.

McRory, Mary

Orr, Jeanne

Roberts, Nancy

Rogers, Barbara

Safford, Barbara, President

Saigon, Janelle

Thompson, Debra

Viola Taylor, guest speaker

Chief Brian Schafer, Lake

Valley FPD

CALL TO ORDER: President Barbara Safford called the meeting to order at 10:12 a.m. Self-introductions were made, including guest speaker Viola ("Vi") Taylor. Hostess Gail Fullerton introduced Assistant Chief Kurt Warren and Chief Brian Schafer. Chief Schafer welcomed the members to Lake Valley FPD and on behalf of all chiefs thanked the members for the work they do.

GUEST SPEAKER, Viola Taylor, Senior Investigator, U.S. Department of Labor, Wage and Hour Division, was introduced. The educational topic was "Understanding FLSA." Handouts were provided.

Meeting recessed at 12:30 for lunch. Due to the length of the guest speaker's presentation, committee meetings were tabled. Following the opportunity drawing, the meeting reconvened at 1:20 p.m.

COMMITTEE REPORTS: Committee reports were tabled to the round table.

BUSINESS MEETING:

Dolores Jacquez moved to add an item to the agenda concerning the disposition of old logo items. M/S/C Linda Hoover/Barbara Rogers to approve the revised agenda.

Consent Agenda:

Minutes of Quarterly General Membership Meeting of March 21, 2003;

Minutes of Executive Board Meeting of April 25, 2003;

Minutes of Joint Executive Boards Meeting of April 26, 2003;

Treasurer's Report for the period February 10 to May 20, 2003 (new balance \$9,357.14); and

Correspondence Report (as published, no additions).

There being no questions on any of these items, M/S/C Carol Abraham/Jeanne Orr to approve the consent calendar.

California Fire Chiefs Association -- Section Chief Report: Section Chief Michael Groshong was not in attendance.

President's Report: President Safford reported that each AFSS Division had a report published in CFCA's Annual Report and distributed copies. President Safford also reported as outlined in her *Hotlinks* Report that the Executive Boards held a joint meeting in Fresno in April. The E-Boards have been meeting twice yearly at the annual workshop and in spring in Fresno for the last four or five years. At the April meeting, the reason was to establish goals and objectives as a unified Section. The goals

and objectives are outlined in the *Hotlinks*. The meetings set a great positive foundation for both Sections to meet together to have discussion. Both E-Boards were there as well as the committee coordinators for the Workshop, the SD Bylaws Coordinator and the SD's Liaison Chief. SD Second VP Mary Hollan acted as facilitator. The 2003 Workshop theme is "Rising to New Challenges." The Workshop will be held October 28-31. The E-Boards also discussed website protocol and use, and bylaws changes. The respective Division Bylaws Coordinators will work together to make corrections, which the members will see at the September meeting. Most important, the E-Boards agreed on goals and objectives: increase membership participation, increase retention, strengthen North-South communication, and create guidelines for One Voice. By way of background, President Safford reported that the Presidents from SD and ND alternate each year as the One Voice for CFCA. Thus far the only duty is to attend the CFCA goals and objectives meeting in Dixon once a year. The Presidents are working on a guideline in this regard. The E-Boards also discussed a Ways & Means pooled purchasing practice. There followed a brief discussion on this subject. The Ways & Means Coordinator was advised that the E-Boards had delegated to the respective ND/SD Coordinators to exchange information and determine which items would be purchased jointly (such as shirts) and which would be purchased separately. President Safford concluded by thanking the membership for allowing the E-Board to attend these joint meetings.

Action Items:

- A.) Adoption of 2003/2004 Proposed Budget: Treasurer Shari Holmstrom presented an executive summary of the proposed budget and provided some clarification on certain items. The proposed budget was presented in March and there have been no changes to proposed amounts. The deficit does not include the "fund balance" or "carry over balance." We have \$9,300 in the checking account to cover the deficit. So we are not overdrawn, but if we continue to spend in this way we eventually could be. Most items are budgeted high and we don't overspend per line item. Our revenue is up mostly because of membership. This is the first budget running on the fiscal year. Treasurer Holmstrom recommended adopting this budget. Following a brief discussion concerning Ways & Means, and a more lengthy discussion concerning the Membership categories, consensus to revise the budget with regard to the Membership categories 5411, 5420 and 5440 to a combined total of \$2700 for those three items, and raise the Ways & Means budget to \$1,000 to allow for the purchase of new logo items. There followed a short discussion concerning CFCA dues; President Safford will follow up with CFCA Executive Director J. Malmquist as to when to expect an invoice. Consensus to await actual invoice before discussing raising AFSS ND dues to accommodate CFCA dues. There being no further discussion, M/S/C Gail Fullerton/Linda Benson to adopt the revised 2003-2004 budget.
- B.) Budget Coordinator Nominations: Treasurer Shari Holmstrom asked if anyone was interested in serving as Budget Coordinator. This year is not difficult since the budget is done and ND is not hosting the Workshop. The years that ND is host, the Budget Coordinator also acts as the Workshop Treasurer. An audit is needed for this year. There followed a discussion concerning Budget Coordinator responsibilities. Linda Benson volunteered to help with audit, but not act as Budget Coordinator. Gail Fullerton volunteered as Budget Coordinator for this year; will help with budget for 04-05. Treasurer Holmstrom will call Gail to coordinate a budget meeting. M/S/C Shawn Crawford/Sue Beville to accept the nomination of Gail Fullerton as Budget Coordinator.
- C.) Website Coordinator Appointment: First Vice President Crawford stated she enjoys keeping the website up to date, but requests someone to collect information requests and post to list server. Following a brief discussion on the work required, Joyce Engler volunteered to do this. Otherwise, if each Coordinator does their own piece, that would take care of the site. There followed a brief discussion to invite Michael the web guru to the 2004 Workshop. Thank you Joyce for volunteering.
- D.) Committee Membership: Corresponding Secretary Sue Beville reported that at the joint E-Board meeting there was a discussion about ways to involve all members. The E-Boards have suggested that when membership renewals are received, if the member has not checked a committee, the Membership Coordinator will randomly assign that member to a committee. The respective committee Coordinators will contact their committee members and thus develop relationships with their members. Members when contacted can decline invitations to assist with

projects. It just gives the Coordinators an opportunity call. Following brief discussion, consensus: makes sense. M/S/C Donna Heymans/Carol Abraham to accept this proposal. There followed a brief discussion concerning the logistics of the program.

- E.) Board Nominations: President Safford reported she is stepping down. We have a strong Board and committee Coordinators. The positions open are President, First Vice President, Second Vice President and Recording Secretary. The nominating committee reported their recommendations: Shawn Crawford as President, Carol Abraham Second Vice President, Linda Harlow First Vice President, and Melissa Kositzin to continue as Recording Secretary.
- a. President Safford called for any other nominations from the floor for President. There being none, M/S/C Holmstrom/Glick to accept the nomination of Shawn Crawford for President.
 - b. President Safford called for any other nominations from the floor for First Vice President. Linda Benson read the duties of First Vice President. There being no other nominations from the floor, M/S/C Shawn Crawford/Sue Beville to accept the nomination of Linda Harlow as First Vice President.
 - c. President Safford called for any other nominations from the floor for Second Vice President. Linda Benson read the duties of Second Vice President. There being no other nominations from the floor, M/S/C Shari Holmstrom/Joyce Engler to accept the nomination of Carol Abraham as Second Vice President.
 - d. President Safford called for any other nominations from the floor for Recording Secretary. There being none, M/S/C Shari Holmstrom/Kathy Glick to accept the nomination of Melissa Kositzin as Recording Secretary.
- F.) Added Agenda Item: Logo Items: Ways and Means Coordinator Dolores Jacquez reported that the Southern Division has requested to purchase the Northern Division's old logo items for giveaways for their new members. She reported on specific items that would be available. Following a lengthy discussion, initial consensus: shouldn't give old logos away to new members in either North or South. Following further discussion, logo items should not be tossed if they're useful. M/S/C Shawn Crawford/Carol Abraham to keep logos with "Northern Division" as favors and sell generic logo items to the Southern Division at our current elephant sale prices.

Presentation Items:

- A. Website List Sever Protocol: First VP Shawn Crawford provided background, i.e., certain requests such as for cancer charities may be for a worthy cause, but not the AFSS cause. The Joint E-Boards determined that list server items must be related to the mission of AFSS and available only to members. This will be added to guidelines or bylaws. First VP Crawford will write it up and send to Bylaws Coordinator Benson.
- B. Note Card Status: First VP Crawford reported she had sent CFCA Executive Director J. Malmquist a copy of the note cards with new logo, both AFSS and CFCA. She did not hear back from him and followed up by email. She still has not heard back from him and will call him to follow up rather than moving forward without feedback.
- C. Quarterly Meeting Scheduling: In Linda Harlow's (last-minute) absence, it was reported that Pacific Grove has been set for September 2004, but we need locations for the remainder of the 2004 year. Following discussion, Sacramento Metropolitan Fire will host March (with possibly Ralph Heim as speaker); Alameda and East Bay Regional Parks will jointly host December; and El Dorado County will host June. All volunteers will call Meeting Coordinator Linda Harlow to so advise.

ROUNDTABLE

President Safford suggested that each person in attendance may want to make a brief comment, and Committee reports would also be received. (Only Committee Reports are presented here. There were kudos all around to the Education committee for the speaker and to the hostess for the location.)

First VP Crawford reported that Workshop registration materials will be mailed the first of July. An optional getaway will be Sea World on Tuesday, and the Viejas mall/casino Wednesday evening. All sessions will be repeated so all can attend each. She also reported that Southern Division's First Vice President Cathy Beach has stepped down due to her moving to Quincy. She will volunteer in the office at Quincy so may be a ND member. The Southern Division is having quick and rapid changes due to rotations. Finally, the Meeks Bay FPD Board of Directors would like to know, when taking minutes at board meeting do you write down the names of each individual director of how they voted. Following discussion the membership was split on this question. Consensus: record names of no votes at a minimum.

Corresponding Secretary Sue Beville thanked Barbara Safford for serving as President. She also reported it was good experience meeting with the Southern Division in April. If there are any errors in posting on the website, let her know.

Bylaws Coordinator Linda Benson reported she spoke to the Southern Division Bylaws Coordinator because of the proposed changes and the recommendation of E-Boards at the joint meeting. The Southern Division Coordinator and one committee member will be reviewing the notes and suggestions from the Northern Division. The agreed revisions will come to the general membership in September. Also, Guidelines information needs to get to her if any one has suggestions.

Ways & Means Coordinator Dolores Jacquez has looked into new logo items for sale and is working with PR Consulting. She suggested adding an item to the E-Board agenda for next month as to which items to start selling. Finally, Dolores may not make it to the Workshop this year so may need help with selling items.

Education Coordinator Carol Abraham, referencing the minutes of the E-Board meeting as to the upcoming Level II PRP, emphasized not even 70 are participating in Level 1. More members need to participate. Also as to the proposed special seminar, she only received 13 responses from both North and South, which is not enough response to hold it. She will send a reminder on the list server as they need a minimum of 30. Also, the extra day at Workshop in San Diego on Tuesday to do SEMS/ICS 100/200 will depend on numbers participating whether it's a go or no go. It's \$50 extra for that day. She attended the CFCA workshop on NFPA standards, and it does not pertain to AFSS at this point. However, if we want to talk about it, it is an excellent avenue to get in at the bottom. It sounds like a go for the firefighters, but will be a really long process. If we want to get into NFPA standards for administrative services, that's fantastic, but we cannot with the response we currently have.

Membership Coordinator Donna Heymans thanked Corresponding Secretary Sue Beville for putting all the invoice information online. Memberships are coming in: we have 46 renewals now which is about one-third. Most are waiting for July 1st. If anyone has a problem downloading invoice, let her know. We have 160 members now. The new membership brochures are ready. Shari Holmstrom thanked Donna for a phenomenal job. Donna asked if anyone knows of any prospective new members, please let her know.

Historical Co-Coordinator Kathy Glick reported they are still working on pictures. If anyone has anything else send it to her. She is going in chronological order and getting finalized so send right away.

Hotlinks Coordinator Debra Thompson reported the *Hotlinks* deadline is right around the same time as the Workshop. If the members want the *Hotlinks* available at conference, need to move deadline up. Otherwise, it will be done after she gets back from the Workshop. She needs a deadline 10 days before Workshop to have it ready at Workshop. Or she can do a special edition post-Workshop.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 3:17 p.m.

Next General Membership meeting is scheduled for September 19, 2003 at Ross Valley FPD

Respectfully submitted,

Melissa Kositzin, Recording Secretary

TO DO CHART

NAME	TASK
Open Position -- 2004 Workshop Chair	Fill position (maintain <i>Hotlinks</i> item)
President Safford	Follow up with CFCA Executive Director J. Malmquist as to when to expect an invoice re CFCA dues
Treasurer Holmstrom	Call Gail Fullerton to coordinate a budget meeting; call Linda Benson re audit
First VP Crawford	Write up website protocol and send to Bylaws Coordinator Benson
First VP Crawford	Call J. Malmquist to follow up re note cards
President Safford	Contact Linda Harlow re meeting location March 2004
RS Beville	Contact Linda Harlow re meeting location December 2004
Barbara Rogers/El Dorado County	Contact Linda Harlow re meeting location June 2004