



California Fire Chiefs' Association
ADMINISTRATIVE FIRE SERVICES SECTION
NORTHERN DIVISION
MINUTES
GENERAL MEMBERSHIP MEETING MINUTES
Friday, June 18, 2004

LOCATION: Diamond Springs/El Dorado Firefighters Hall
3745 China Garden Road, Diamond Springs
Co-Hosted by - Barbara Rogers/Debra Thompson

ATTENDANCE:

ABRAHAM, Carol (2nd Vice President)

BENNETT, Darlene

BENSON, Linda

CAPRAUN, Maria

CRAWFORD, Shawn (President)

FUCHS, Beverly

FRANSEN, Karen (Recording Secretary)

GLICK, Kathy

GROSHONG, Mike (Section Chief)

HARLOW, Linda (1st Vice President)

HOOVER, Linda

JOSEPH, Mary

KEES, Suzy

KELLOGG, Patti

LOCKETT, Rita

RAMIREZ, Dora

ROBERTS, Nancy

ROGERS, Barbara

SAFFORD, Barbara

SAIGEON, Janelle

SILVEIRA, Angelica

TASSINARI, Gina

THOMPSON, Debra

TUVELL, Susan

WALSH, Liz

1. **CALL TO ORDER:** President Crawford called the meeting to order at 10:04 a.m.

2. **FLAG SALUTE:** President Crawford led the membership in the flag salute.

3. **WELCOME/INTRODUCTIONS/GUESTS/NEW MEMBERS:** Members made self-introductions and President Crawford introduced the guest speakers:

- Jim Holdridge, Deputy Chief of Administration, Fire & Rescue Branch, State of California OES
- John Anderson, Regional Manager, Inland Region Branch, State of California OES
- Lori Lopez, Administrator, Fire & Rescue Branch, State of California OES

4. **OUR ROLE IN DISASTER PLANNING:**

Presented by - Jim Holdridge, John Anderson, and Lori Lopez. Chief Kim Zagaris was not able to attend the meeting.

Topics that were discussed: Continuity of Government Operations Plan, EOC's, Disaster Plans, State Resources, Post Disaster Activity, and Reimbursements (FMAG).

5. **COMMITTEE MEETINGS:** Broke into committee groups at 11:52 a.m.

6. **LUNCH/OPPORTUNITY DRAWING:** Broke for lunch at 12:10 p.m.

Reconvened from lunch at 1:06 p.m.

7. **COMMITTEE REPORTS:**

a) Budget – Gail Fullerton

Will discuss under action items

b) Bylaws – Linda Benson

Proposed changes will be presented prior to the September general membership meeting

c) Communications – Debra Thompson/Joyce Engler

No report – please e-mail photos, articles and any suggestions to Debra

- d) Education & Training – Carol Abraham
Committee will meet in August to finalize PRP Level II and 2005 conference topics and speakers, Lodi workshop made a total of \$2,000
- e) Historical – Linda Hoover/Kathy Glick
Still researching a digital camera for purchase
Meeting Coordinator – Barbara Safford
Next meeting is September 17, 2004 at Pacific Grove Fire; they are still looking for a December 2005 meeting host
- f) Membership – Donna Heymans
No report
- g) Sunshine – Linda Rosedahl
No report
- h) Ways & Means – Delores Jacquez
No report
- i) Workshop – Linda Harlow
1st Vice President Harlow requested that we re-name the workshop “Conference”. She announced that the site location for the 2005 conference had been chosen. It will be held at the Embassy Suites, South Lake Tahoe sometime in mid- April. She will confirm the dates and have the information posted on the web site.

8. BUSINESS MEETING

- a) **ADDITIONS TO AGENDA/APPROVAL OF AGENDA:** 2nd Vice President Abraham would like to add the Cal Chiefs Brochure under the Action Items c.
M/S/C Linda Hoover/ 1st Vice President Harlow to approve the agenda with the addition.
- b) **CONSENT AGENDA:**
 - Minutes
 - Treasurer’s Report
 - Correspondence Report
 - Motion to approve
M/S/C Nancy Roberts/Linda Benson to approve the consent agenda as presented.

9. CALIFORNIA FIRE CHIEFS ASSOCIATION – SECTION REPORT:

Chief Groshong announced that the President elect comes from the North this term and will be elected in September.

10. PRESIDENT’S REPORT:

Cal Chiefs is requesting help from AFSS for the registration desk at the conference in Concord, which will run from September 20 – 23. Please let President Crawford know if you are interested in helping out.

11. ACTION ITEMS:

- a) Final Budget Approval
M/S/C Barbara Safford /Patty Kellogg to approve the final budget as prepared with an explanation/presentation from Treasurer Holmstrom at the next general meeting in September.
- b) Board Nominations
President, Treasurer, and Recording Secretary are all open for election; Karen Franssen will stay on as Recording Secretary for the next term. No interest has been expressed in the President’s position, as a result, President Crawford has proposed that the position be filled as a “president elect” and be responsible to attend all Cal Chief meetings, board meetings, etc. President Crawford will stay on and mentor them in the position. Coordinator Safford requested another member from the general membership to be a part of the nominating committee. Linda Benson suggested that we send out a request through the list server.
- c) Cal Chiefs Brochure
2nd Vice President Abraham suggested that we work on getting the current members more active rather than putting together a brochure to recruit new members. We need to get the word out to the Chiefs how important AFSS is to their administrative assistants. She has four endorsements and will also use workshop evaluations for the brochure. Susan and Angelica will work on a design.

12. PRESENTATION ITEMS:

- a) Swearing In of Recording Secretary: Karen Franssen/Section Chief Mike Groshong
- b) Goals & Objectives
 - 1. Northern Division – First Vice President Harlow
Reviewed the new goals for the division
 - 2. Joint E-Board – President Shawn Crawford
Decided not to pursue a Central Division
One Board – combine the boards from both northern and southern divisions
Strengthen Communications
List server message with topics that were discussed at general membership meetings
Continue with educational workshops and try to have one every 2 years
Continue with Professional Recognition Program Level II
Create a link on the web site just for the PRP with all information and documents
- c) 2003 Annual Conference Refunds – First Vice-President Harlow
A total of \$2,000 was refunded to members that could not attend the 2003 conference due to the fires in San Diego and San Bernardino counties.
- d) Next Joint E-Board Meeting – President Crawford
There will be an on-line meeting held November 9th, 2004, 0900 – 1200, and in person at the conference in April of 2005.

13. GOOD OF THE ORDER/ROUNDTABLE:

President Crawford announced that her husband is in Jackson working on a helicopter for the summer, her daughter recently won a medal at a Karate tournament and the ISO ratings were changed from 9's to 6's for the area of Meeks Bay Fire Protection District.

As a result of information gained at the Lodi Training Workshop, 1st Vice President Harlow set up a meeting between a Cal OSHA representative and her safety committee. He was able to identify over \$40,000 in potential fines for non-compliance. She is working with the safety committee to correct these findings. It is a free service for OSHA to come out and review your records.

Linda Benson from Higgins Fire announced that they had received their new engine as of Thursday, at 7:15 p.m.

Barbara Safford expressed her gratitude to Debra Thompson for the use of the station for hosting the meeting.

14. NEXT MEETING:

September 17, 2004 at Pacific Grove Fire Department. Make your reservations soon...it is the same weekend as the Monterey Jazz Festival, and hotels are expected to fill up quickly.

15. ADJOURNMENT:

M/S/C Debra Thompson/Suzy Kees to adjourn the meeting at 2:10 p.m.

Respectfully submitted,

Karen S. Franssen

Karen S. Franssen, Recording Secretary