



California Fire Chiefs' Association
ADMINISTRATIVE FIRE SERVICES SECTION
NORTHERN DIVISION
MINUTES
GENERAL MEMBERSHIP MEETING MINUTES
Friday, September 17, 2004

LOCATION: Pacific Grove Fire Department
600 Pine Avenue Pacific Grove, CA
Hosted by: Polly Fry

ATTENDANCE:

<i>ABRAHAM, Carol (2nd Vice President)</i>	<i>HOLMSTROM, Shari (Treasurer)</i>
<i>BEVILLE, Sue (Corresponding Secretary)</i>	<i>KEES, Suzy</i>
<i>COOPER, Katy</i>	<i>LOCKETT, Rita</i>
<i>CRAWFORD, Shawn (President)</i>	<i>RAMIREZ, Dora</i>
<i>CROSWELL, Susan</i>	<i>REED, Lisa</i>
<i>DOWNEY, Susan</i>	<i>ROBERTS, Nancy</i>
<i>FRANSSEN, Karen (Recording Secretary)</i>	<i>ROSEDAHL, Linda</i>
<i>FRY, Polly</i>	<i>SAFFORD, Barbara</i>
<i>GROSHONG, Mike (Section Chief)</i>	<i>THOMPSON, Debra</i>
<i>HARLOW, Linda (1st Vice President)</i>	<i>TUVELL, Susan</i>

CALL TO ORDER: President Crawford called the meeting to order at 10:05 a.m.

FLAG SALUTE: President Crawford lead the membership in the flag salute

WELCOME/INTRODUCTIONS/GUESTS/NEW MEMBERS: Members made self-introductions and President Crawford introduced Chief Andrew Miller of Pacific Grove, who welcomed the group.

1. BUSINESS MEETING:

a) ADDITIONS TO AGENDA/APPROVAL OF AGENDA:

M/S/C Nancy Roberts/Suzy Kees to approve the agenda as presented.

b) CONSENT AGENDA:

- Minutes
- Treasurer's Report
- Correspondence Report

M/S/C Debra Thompson/Treasurer Holmstrom to approve the consent agenda as presented.

2. CALIFORNIA FIRE CHIEFS ASSOCIATION/SECTION REPORT: Chief Groshong reported that Marc Revere from Mountain View Fire Department will serve as the President elect for the next term of office and Michael Warren from Corona Fire Department as President. They will be installed at the annual conference in Concord, September 20 – 23. John Malmquist, the Director of Cal Chiefs has hired a part-time assistant, Tammy Bergstrand, who also works for Oroville Fire Department and is a current member of AFSS.

3. PRESIDENT'S REPORT: President Crawford wanted to thank all of the members that will be assisting with registration at the Cal Chiefs conference. Shawn will present a resolution to approve an upgrade to the Cal Chiefs website for a cost of \$1,000 at the board meeting prior to the conference.

4. ACTION ITEMS:

a) Board Nominations – Committee Chair Barbara Safford

Nominations were taken from the floor for the upcoming open board positions:

M/S/C Treasurer Holmstrom/2nd Vice President Abraham to nominate current Corresponding Secretary Sue Beville for the office of President

M/S/C President Crawford/Corresponding Secretary Beville to nominate Dora Ramirez from Union City FD for the office of Treasurer

M/S/C Corresponding Secretary Beville/2nd Vice President Abraham to nominate current Recording Secretary Karen Franssen to serve another term

M/S/C President Crawford/Suzy Kees to nominate Joyce Engler from Truckee FD for the office of Corresponding Secretary which will be vacant by Sue Beville moving to President

b) Participation Incentives – President Crawford

Membership was asked to approve the incentive of AFSS North members who attend a Quarterly Membership meeting would receive a ticket towards a free conference registration, which would be drawn at the December meeting - M/S/C Barbara Safford/1st Vice President Harlow to adopt the incentive.

Membership was asked to approve the incentive that Board members and committee chairs do not pay annual dues - After a brief discussion the membership decided to drop that incentive proposal.

Membership was asked for their attendance and active participation incentive ideas – Polly Fry suggested that encouragement from individual Fire Chiefs would help members stay active. Chief Groshong could send out an e-mail reminder to the Chiefs (via the list server) that their administrative person has an upcoming AFSS meeting. It would list all the information and highlight the training topic. Lisa Reed suggested that membership dues could be waived for the first year for new members. After discussion, it was agreed that was not a feasible idea and it was dropped. Corresponding Secretary Beville requested that any other ideas for incentives be sent to her to be included on the next meeting agenda.

c) Bylaws – Corresponding Secretary Beville

AFSS – South would like to add language to Article II, Section 3.3, Term of Office - which would state that respective Division's Standard Operating Guidelines should be referred to for the length of a term in office. Corresponding Secretary Beville did not have the exact language requested by the South available to her at the time of the meeting. She will email the board with the language and have it placed on the next agenda. M/S/C/ Polly Fry/Corresponding Secretary Beville to carry this item to the next meeting agenda.

5. PRESENTATION ITEMS:

a) Member of the Year – Corresponding Secretary Beville

Reminded the membership to have their nominations in to her by October 8th. Board members are not eligible for this award.

b) Scholarship Program for First Time Conference Attendees – Treasurer Holmstrom

Advised the membership that fifteen applications have been received to date, this is for the conference registration fee only, and the winning applicant will be announced at the December meeting.

c) Next Joint E-Board Meeting – President Crawford

Advised the membership that it is November 9, and will be held on-line. If anyone is interested in sitting in on the meeting please contact her for access to the chat room. Corresponding Secretary Beville requested that the alignment of committee chairs and board member liaisons be added to the joint meeting agenda. President Crawford announced that Linda Rosedahl and Dolores Jacquez could be switching the committee's that they currently chair. Linda Rosedahl would take over Ways and Means and Dolores Jacquez would take over the Sunshine Committee. It was suggested that Linda contact Maria Capraun of Garden Valley FD to see if she would be interested in possibly co-chairing the committee. She had been helping out Dolores with the committee quite a bit. Details just need to be confirmed before this switch is made formal.

6. COMMITTEE MEETINGS: Membership focused on the Conference rather than individual committees. 1st Vice President Harlow briefed the membership on the following:

- The Education and Training Committee has five confirmed speakers.
- A room rate of \$109 has been confirmed and will be extended to any members wishing to stay longer than the conference dates.
- There will be a welcoming reception/happy hour rather than a vendor fair this year, there is so much to do in the area that individuals can choose their own activities.

- Donations will be requested from vendors and union organizations for the conference, their information will be listed and/or mentioned throughout the conference. 1st Vice President Harlow has a generic letter requesting donations that will be sent out via the list server for the membership to use. She is requesting that each member try to get donations for the raffle, and or cash sponsorships from local vendors and their respective union organizations.
- It was suggested that each member bring a department t-shirt or something similar for the raffle.
- As items are collected please send the information to Debra Thompson, she will be taking the lead on the raffle prizes.
- Guests for the banquet include Cal Chief President Michael Warren, Ronny Coleman and Director John Malmquist.
- Polly Fry and Susan Downey will handle menu selection; they will make arrangements to travel to the Embassy Suites in Tahoe to taste their food.
- Suzy Kees and Linda Rosedahl will handle decorations; it will be a garden party theme to go with the "Grow with AFSS" slogan.
- Angelica Silveira is working on the registration packet, it will be sent out to all members via the list server as an attachment.
- DRAFT Schedule was distributed and reviewed

7. COMMITTEE REPORTS:

- a) **Budget** – *Gail Fullerton*
No Report
- b) **Bylaws** – *Linda Benson*
No Report
- c) **Communications** – *Debra Thompson/Joyce Engler*
No Report
- d) **Education & Training** – *Carol Abraham*
No Report
- e) **Historical** – *Linda Hoover/Kathy Glick*
No Report
- f) **Meeting Coordinator** – *Barbara Safford*
No Report
- g) **Membership** – *Donna Heymans*
No Report
- h) **Sunshine** – *Linda Rosedahl*
No Report
- i) **Ways & Means** – *Dolores Jacquez*
No Report
- j) **Conference** – *Linda Harlow*
See above listed items of discussion under 6. Committee Meetings

8. TRAINING SESSION:

<u>TOPIC</u>	<u>PRESENTER</u>
Earthquake/Fire Prevention Trailer	Pacific Grove Division Chief, James Gunter

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

Reconvened from lunch at 1:00 p.m. and continued with the training session.

<u>TOPIC</u>	<u>PRESENTER</u>
Every 15 Minutes	Shari Holmstrom, Georgetown FD
Community CPR Class	Chief Michael Groshong, Ross Valley FD
Safe @ Home (Babysitting)	Captain Mitch Kastros, Carmel FD
Ocean Rescue Hyperbaric Chamber Team	Engineer Jeff Field, Pacific Grove FD
CPR Self Study	Linda Harlow, Corte Madera FD
Vial of Life	Suzy Kees, Placer Consolidated FPD
Public Access Defibrillator	Nancy Roberts, Novato FPD
Community Vegetation	Carol Abraham, Kentfield FPD

10. **GOOD OF THE ORDER/ROUNDTABLE:** Special thanks to Polly Fry and her department for hosting such a wonderful meeting, the food was fantastic!
11. **NEXT MEETING** – December 3, 2004 Co-Hosted by Sue Beville of Alameda County Fire and Dolores Jacquez of East Bay Regional Parks District. Meeting will be held at Alameda County Fire Station #17, 6200 Madigan Avenue in Dublin.
12. **ADJOURNMENT:** M/S/A Corresponding Secretary Beville/Treasurer Holmstrom to adjourn the meeting at 2:50 p.m.

Respectfully submitted,

Karen S. Franssen

Karen S. Franssen, Recording Secretary