



**California Fire Chiefs' Association
ADMINISTRATIVE FIRE SERVICES SECTION
NORTHERN DIVISION
MINUTES
GENERAL MEMBERSHIP MEETING**

Friday, June 10, 2005
10:00 a.m.

LOCATION: Liberty Fire District
21424 North Bruella Road
Acampo, CA 95220
Host Agencies: Liberty Fire District and Woodbridge Fire District
AFSS Members: Karen Kammerer, Liberty Fire District
and Susan Barfoot, Woodbridge Fire District

ATTENDANCE:

<i>BARFOOT, Susan</i>	<i>HOOVER, Linda (Historical Co-Chair)</i>
<i>BEVILLE, Susan (President)</i>	<i>KAMMERER, Karen</i>
<i>BURK, Regina</i>	<i>KEES, Suzy</i>
<i>CAPRAUN, Maria</i>	<i>LOCKETT, Rita</i>
<i>CRAWFORD, Shawn (Communications Co-Chair)</i>	<i>MARCIEL, Jeanette</i>
<i>ENGLER, Joyce (Corresponding Secretary)</i>	<i>MARTINEZ, Maria</i>
<i>FRANSSSEN, Karen (Recording Secretary)</i>	<i>RAMIREZ, Dora (Treasurer)</i>
<i>FUCHS, Beverly</i>	<i>SAFFORD, Barbara (Meeting Coordinator)</i>
<i>GLICK, Kathy (Historical Co-Chair)</i>	<i>SHARPSTEEN, Gail</i>
<i>HARLOW, Linda (1st Vice-President)</i>	<i>SILVEIRA, Angelica</i>
<i>HOLMSTROM, Shari</i>	<i>THOMPSON, Debra (Communications Co-Chair)</i>

- 1. CALL TO ORDER:** President Sue Beville called the meeting to order at 10:00 a.m. and welcomed the group.
- 2. FLAG SALUTE:** President Beville led the members in the flag salute.
- 3. WELCOME/INTRODUCTIONS/GUESTS/NEW MEMBERS:** President Beville introduced herself and the board members. The group went around the room and introduced themselves. Jeanette Marciel from Herald Fire Protection District was recognized as a new member and first time attendee.
- 4. WELCOME BY LIBERTY FIRE DISTRICT'S CHIEF STAN SEIFERT AND WOODBRIDGE FIRE DISTRICT'S CHIEF MIKE KIRKLE:** Each Chief's welcomed the group and gave a brief overview of their fire districts.
- 5. TRAINING SESSION:** Event Planning
Presented By: AFSS Members Kathy Glick, Stockton Fire Department
and Linda Hoover, Lodi Fire Department
- 6. COMMITTEE MEETINGS:** The group broke into meetings at 11:32 A.M.
- 7. LUNCH/OPPORTUNITY DRAWING:** The meeting broke for lunch at 12:00 p.m. and reconvened at 12:47 p.m.

8. COMMITTEE REPORTS:

a) **Budget** – *Gail Fullerton*
No Report

b) **Bylaws** – *Linda Benson*
No Report

c) **Communications** – *Debra Thompson/Shawn Crawford*
We have begun to utilize the message board, e-mails are sent out to notify members of the new message with a link to them. Shawn is notified when something new is posted and then she will send out e-mail to notify members. You can also include attachments to your message on the board. Please either post you own items, or send them to Shawn and she will post them for you. Website will be locking down in the next few months. The main page will be available, but the rest of it will be password protected. This will allow for a directory of the members, more pictures, etc.

d) **Conference** – *Linda Harlow*
Linda announced that all bills have been paid, with a remaining balance of \$1,411.00. Arrangements will be made to bring the balance up to \$2,000 to transfer to the southern division. The hotel made very positive comments and they hope that we return again. There is an opening for the conference coordinator for 2007, someone please step up to the plate! Linda put together a summary of comments from the evaluations and passed those out to the group. Linda gave thanks to all the members that helped her with the conference.

e) **Education & Training** – *Carol Abraham*
Shari Holmstrom announced that the committee has decided to have Karen Newberger (the PJ lady) as the speaker for the December meeting in St. Helena. She is not charging a fee, but has asked for a \$200 donation to a charity of her choice. The south is putting on a "Success through Support" workshop in the fall, so the committee has decided to postpone the FDAC until the spring of 2006. Here is the latest on meeting locations/subject matter:
September 16, 2005 – El Dorado Hills FD – Forensic Imaging - Speaker is confirmed
December 2, 2005 – St. Helena FD – Karen Newberger (PJ Lady)
March 17, 2006 – El Cerrito FD – Traumatic/Unanticipated Events – Chief Meston, Novato FPD
June 16, 2006 – Folsom FD – Policies & Procedures – Need Speaker
September 15, 2006 – Placer Consolidated FPD – Ethics – Speaker is confirmed
December 1, 2006 – Stockton FD – TBD – Should be motivational

f) **Historical** – *Linda Hoover/Kathy Glick*
Kathy will be sending pictures to those who have requested them, and she is beginning to scan pictures as well. All the pictures from the conference will be available as well.

g) **Meeting Coordinator** – *Barbara Safford*
No Report

h) **Membership** – *Donna Heymans*
No Report

i) **Sunshine** – *Dolores Jacquez*
No Report

j) **Ways & Means** – *Linda Rosedahl*
No Report

10. BUSINESS MEETING

B. ADDITIONS TO AGENDA/APPROVAL OF AGENDA: Shari Holmstrom requested that we add FY 2006 Final Budget approval under Action Items (F.a.) M/S/C Shawn Crawford/Linda Hoover to approve the agenda with the addition.

C. CONSENT AGENDA:

- Minutes:
 - ✓ Quarterly General Membership Meeting March 18, 2005
- Treasurer's Report
- Correspondence Report – Joyce Engler read a letter of thanks sent to the members from Marne Schreiber

M/S/C by Barbara Safford/Beverly Fuchs to approve the consent agenda

D. SECTION CHIEF REPORT: Chief Groshong was advised that the Cal Chiefs Legislative Day was very successful; he was not able to attend. Sue Beville attended with her Chief and Fire Marshal. She gave an overview of the meeting and emphasized that the section on pension reform was very informative.

E. PRESIDENT'S REPORT: President Beville will be attending the Cal Chiefs conference in September with another board member, whom has not been identified as of yet.

F. ACTION ITEMS:

- a) **Budget Approval** – Treasurer Ramirez went over the budget and asked the membership to review and make any comments. Past Treasurer Holmstrom went over each line item with a brief explanation. M/S/C/ Shari Holmstrom/Linda Harlow to approve the budget as presented.

11. GOOD OF THE ORDER/ROUNDTABLE: Debra Thompson thanked all those that responded to her request for information on Fire Prevention; it was a great help to her department. Angelica Silveira belongs to a group that shares information on the use of Firehouse software, anyone interested can let her know and she will add them to the distribution list. Shari Holmstrom was just involved in the "Every 15 Minutes" program again and this year they had a teacher as one of the "living dead" and found it to be powerful. Linda Hoover encouraged the group to apply for the National Fire Academy in Emmitsburg, Maryland; the current deadline is June 30, 2005. She attended the Financial Management class a few years ago and found it to be very beneficial. President Beville thanked Chief Groshong for all of his help and service to the group. Barbara Safford congratulated President Beville on a successful first meeting and thanked her for all of her hard work. President Beville thanked our last minute hostesses Karen Kammerer and Susan Barfoot for a great meeting.

12. NEXT MEETING: Will be held at El Dorado Hills Fire Department on September 16, 2005.

13. ADJOURNMENT: M/S/C Shawn Crawford/Suzy Kees to adjourn at 1:43 p.m.

Respectfully submitted,

Karen S. Franssen

Karen S. Franssen, Recording Secretary