



**California Fire Chiefs Association  
ADMINISTRATIVE FIRE SERVICES SECTION  
NORTHERN DIVISION  
MINUTES  
GENERAL MEMBERSHIP MEETING  
Friday, March 17, 2006  
10:00 a.m.**

**LOCATION:** El Cerrito Fire Department – Station 72  
1520 Arlington Blvd.  
El Cerrito, CA  
Hostess: Linda White

**ATTENDANCE:**

<i>ABRAHAM, Carol</i>	<i>LOPEZ, Susie</i>
<i>BENSON, Linda</i>	<i>MACCUBBIN, Lisa</i>
<i>BERGSTRAND, Tammy</i>	<i>POKORNY, Christine</i>
<i>BEVILLE, Sue</i>	<i>RAMIREZ, Dora</i>
<i>CANEPA, Dianne</i>	<i>ROBERTS, Nancy</i>
<i>CAPRAUN, Maria</i>	<i>ROSEDAHL, Linda</i>
<i>CRAWFORD, Shawn</i>	<i>SAFFORD, Barbara</i>
<i>FRANSSEN, Karen</i>	<i>SHARPSTEEN, Gail</i>
<i>GLICK, Kathy</i>	<i>SILVEIRA, Angelica</i>
<i>HARLOW, Linda</i>	<i>SOLER, Pat</i>
<i>HEYMANS, Donna</i>	<i>STASKO, Kaaren</i>
<i>HOLMSTROM, Shari</i>	<i>TANFORAN, Tina</i>
<i>HOOVER, Linda</i>	<i>THOMPSON, Debra</i>
<i>JACQUEZ, Dolores</i>	<i>TUVELL, Susan</i>
<i>KAMMERER, Karen</i>	<i>WHITE, Linda</i>
<i>KEES, Suzy</i>	<i>WIERSMA, Patti</i>

- 1. CALL TO ORDER:** President Beville called the meeting to order at 10:02 a.m.
- 2. FLAG SALUTE:** President Beville asked Linda White of El Cerrito Fire Department to lead the membership in the flag salute.
- 3. WELCOME/INTRODUCTIONS/GUESTS/NEW MEMBERS:** Members went around the room and introduced themselves, stated what department they are with, and how long they have been a member of AFSS.
- 4. WELCOME BY EL CERRITO FIRE DEPARTMENT CHIEF MARK SCOTT:** Linda White introduced her Chief Mark Scott, who has been the Chief of El Cerrito for eight years. Chief Scott welcomed the group to their city and department. He referred to El Cerrito as the “City of Homes and Views” and invited us all to enjoy the view.
- 5. TRAINING SESSION:** *Handling Traumatic and Unanticipated Events  
By: Chief Jeffrey Meston, Novato Fire Department*
- 6. COMMITTEE MEETINGS:** Brief committee meetings were held prior to and during the lunch break.
- 7. LUNCH/OPPORTUNITY DRAWING:** Meeting broke for lunch around 12:00 pm and reconvened around 1:00 pm.

## 8. COMMITTEE REPORTS:

### a) **Budget** – *Gail Fullerton*

Treasurer Dora Ramirez handed out a current copy of the Treasurer's Report for the membership to review and was available to answer any questions.

### b) **Bylaws** – *Open*

Shawn Crawford reported that the current Bylaws are up on the website for the membership to access. They are currently looking for someone to take on the coordinator position for Bylaws since Linda Benson stepped down in December. If anyone is interested please let Shawn or Barbara Safford know.

### c) **Communications** – *Debra Thompson/Shawn Crawford*

Shawn Crawford reported that she continues to work with Mikel Bullis on password protecting certain areas of the Cal Chief website.

### d) **Conference** – *Sallie Ross*

In Sallie's absence, President Beville reported that the 2007 conference will be held at the Embassy Suites in South Lake Tahoe again. There was a \$20 increase to the room rates and an addition charge of \$450 for meeting room set-up from what we paid in 2005. Sue will give a more detailed report during the presentation items section of the business meeting.

### e) **Education & Training** – *Carol Abraham*

Carol Abraham reported that there are 12 members that will be receiving certificates in PRP levels I & II at the annual conference.

### f) **Historical** – *Linda Hoover/Kathy Glick*

Kathy Glick and Linda Hoover reported that they are in the process of having Snapfish upload old and new photos to the website. All photos will be available for viewing as well as individual purchase.

### g) **Meeting Coordinator** – *Barbara Safford*

Barbara Safford reported that the March 2007 meeting will be held in Roseville and the December 2007 meeting will be at her department, Sacramento Metro FD. She is still looking for hostesses for the March and June meetings of 2007.

### h) **Membership** – *Donna Heymans*

Donna Heymans reported that we have 35 new members.

### i) **Sunshine** – *Dolores Jacquez*

No report, but Dolores Jacquez did share with the group that she was approved to attend the conference and asked for a show of hands that will be attending as well. She also mentioned that the Queen Mary doesn't offer a shuttle from the airport and if anyone needed to arrange a ride to the Queen Mary they should contact Super Shuttle.com.

### j) **Ways & Means** – *Maria Capraun*

Maria Capraun reported that she plans to deplete all of the old items as giveaways at meetings and the conference. Any items that are still left will be donated.

## 9. BUSINESS MEETING

### A. **ADDITIONS TO AGENDA/APPROVAL OF AGENDA:**

Proposed: Motion to Approve Agenda

Three items were added to the agenda: Conference Photographer, Registration for CFCA Training Officer Section, and 2007 AFSS Conference. Agenda was approved with the additions.

### B. **CONSENT AGENDA:**

(Matters of routine approval but not limited to Minutes, Treasurer's Reports, Correspondence)

#### 1. Minutes

- Quarterly General Membership Meeting December 2, 2005

#### 2. Treasurer's Report

#### 3. Correspondence Report

- See attached Correspondence Report

Proposed: Motion to Approve Consent Agenda

Consent agenda was approved.

### C. **SECTION CHIEF REPORT** – Chief Michael Smith

Chief Smith gave a brief report on the CFCA Annual Strategic Planning Meeting.

### D. **PRESIDENT'S REPORT** – President Sue Beville

Cal Chiefs had its annual strategic planning meeting January 11-13, 2006 in Dixon. Chief Smith, Shawn Crawford and I attended on behalf of AFSS-North. Ronda Guillaume and Sylvia Diaz attended on behalf of AFSS-South. The Dixon Fire Department hosted the annual strategic

planning meeting, and the crew and the staff prepared both dinners. The dinners provided a wonderful opportunity to informally meet with the fire chiefs.

The Cal Chiefs Section Reports were presented, and this year Ronda Guillaume presented the AFSS report. Other reports were presented by OES, CPF, CDF, Department of Homeland Security, Cal Police Chiefs, Cal Sheriffs, and others. The top goals, set for Cal Chiefs this year, were identified. They are: 1) partnerships; 2) cure the State Fire Training program; 3) encourage statewide funding for the fire service; and 4) safety compliance and accountability. Also discussed was this year's Cal Chiefs Annual Conference.

**E. PRESENTATION ITEMS:**

1. Executive Board Nominations – Shawn Crawford and Barbara Safford announced that they had received nominations from Karen Franssen and Susan Tuvell for 1<sup>st</sup> Vice-President, Suzi Kees and Susan Tuvell for 2<sup>nd</sup> Vice-President, and Tammy Bergstrand for Recording Secretary. There were no nominations from the floor. Shawn and Barbara would post the elections on the web-site for the vice-president positions. However, because Tammy was the only one running for Recording Secretary, she was automatically elected to that office.
2. Bylaws Coordinator – Shawn Crawford announced that they are still looking for someone to step up to the plate and fill the position of Bylaws Coordinator. This is a great way for someone to get involved.
3. Proposed Budget - Dora Ramirez asked the membership to forward any concerns and/or proposals to the fiscal year 06/07 budget be sent to the Budget Coordinator Gail Fullerton or herself.
4. Memorial Contribution –President Beville requested the General Membership contribute \$100 in memory of Fire Chief Phil Armentrout. The General Membership voted to contribute \$100. President Sue Beville will contact AFSS-South to ascertain recipient. Treasurer Dora Ramirez will send a \$100 check once the recipient is determined.
5. Electronic Directory on Website – President Beville requested the General Membership to consider posting the AFSS-North Directory on the website. It was agreed the next directory would be posted on the web page, and we would send a hard copy to those who could not print from the web page, or requested one.
6. Conference Photographer – Tammy Bergstrand’s sister is available to take photos at the April 2006 AFSS Annual Conference. The cost would be for photos actually purchased. It was determined this request should be sent to the AFSS-South Conference Committee for their direction. President Beville will forward this information to the AFSS-South Conference Committee.
7. Registration for CFCA Training Officer Section – Doug Fry contacted Presidents Beville and Guillaume regarding AFSS handling registration at the CFCA Training Officer Section Annual Conference. He forwarded a copy of the contract with the current vendor. A copy is attached. Shawn Crawford expressed interest in attending the Training Officers June Strategic Planning meeting to obtain additional information.
8. 2007 AFSS Conference – In Sallie Ross’ absence, President Beville inquired if the General Membership would like Sallie to sign the contract with Embassy Suites. The rates went up a bit:

<b>Description</b>	<b>2005</b>	<b>2007</b>
Meeting Space	-0-	\$450
Room Rates		Up \$20
Sales Tax		

Up 0.5%

It was agreed Sallie Ross and the Committee would make the determination if the contract should be signed. The General Membership consensus was they did not want to increase the costs of the Conference registration. A possibility would be to charge a late registration fee.

**10. GOOD OF THE ORDER/ROUNDTABLE:** Shari Holmstrom gave an overview of her experience at the National Fire Academy in Emmitsburg, MD. Shari attended the “Interpersonal Dynamics in Fire Service Organization” course. She had a wonderful time and you can read more about her experience in the current Hotlinks issue.

**11. NEXT MEETING:** June 16, 2006, Folsom Fire Department

**12. ADJOURNMENT:** Meeting adjourned at 2:30 p.m.

*The original minutes of this meeting were lost due to a computer problem and have been re-created to the best of my knowledge and the input of others in attendance.*

Respectfully submitted,

*Karen S. Franssen*

Karen S. Franssen, Recording Secretary