



**California Fire Chiefs' Association  
ADMINISTRATIVE FIRE SERVICES SECTION  
NORTHERN DIVISION**

**EXECUTIVE BOARD MINUTES  
Friday, July 14, 2006 – 9:30 a.m.**

**LOCATION:** Sacramento Metropolitan Fire District  
2101 Hurley Way, Room 117  
Sacramento, CA

**ATTENDANCE:** **BEVILLE, Susan**, President  
**BERGSTRAND, Tammy**, Recording Secretary  
**ENGLER, Joyce**, Corresponding Secretary  
**FRANSSEN, Karen**, 1<sup>st</sup> Vice President  
**KEES, Suzy**, 2<sup>nd</sup> Vice President  
**ROSS, Sallie**, Conference Committee  
**SAFFORD, Barbara**, Meeting Coordinator  
**TUVELL, Susan**, By-Laws

1. **CALL TO ORDER:** - Beville  
President Beville called the meeting to order at 9:35 a.m.
2. **ADDITIONS TO AGENDA/APPROVAL OF AGENDA** - Beville  
M/S/C Kees/Engler to approve the agenda with the addition of adding under New Business: 1. AFSS membership list on the CFCA website and 2. Joint e-board meetings.
3. **APPROVAL OF PAST MINUTES** – Beville
  - A. Executive Board Meeting Minutes – April 3, 2006  
M/S/C Franssen/Engler to approve these minutes.
  - B. **Joint Executive Board Meeting Minutes – April 4, 2006**  
Karen Franssen went over the corrections to the minutes. The corrections are as follows: The meeting was called to order at 10:10 a.m. and under Sunshine – Page 4 should read “as many”.  
**Action:** Sue will forward changes to AFSS – South.  
M/S/C Kees/Engler to accept the minutes with the corrections.
  - C. General Membership Meeting Minutes – June 16, 2006  
Joyce Engler and Suzy Kees went over corrections to the minutes. On Page 2 – under “Education and Training” it should read “quarterly meetings”. Under “Good of the Order/Roundtable” it should read “Brad Harris – CDF Unit Chief of Placer County/CDF”.  
**Action:** A review of the June 16, 2006 General Membership Meeting Minutes will be placed under “New Business” on the Quarterly General Membership Meeting Agenda
4. **TREASURER'S REPORT** – Beville  
The Board went over a copy of the proposed budget for 2006-07 from Treasurer Dora Ramirez. These are the questions that will be forwarded to Dora: #1 – Research needs to be done on membership drive expenses? Why did it cost more the previous year? #2 – Regarding Joint E-Board meetings of \$1,500.00 – should this amount be increased for travel to \$2,000.00? Approval of the full year budget needs to be revised (membership drive/joint e-board meetings).  
**Action:** President Beville will e-mail Dora with these questions then the E-Board will vote.
5. **CFCA Section Chief Report** – Smith  
No report. Chief Smith could not attend.
6. **PRESIDENT'S REPORT** - Beville
  - A. **Chiefs Training Summit (July 26-28, 2006)**

Sylvia Diaz, Becky Timmers, Barbara Mitchell and Sue will be there and will be the Summit's scribes.

**B. Cal Chiefs Annual Conference Registration**

John Malmquist has asked if AFSS will handle registration at the conference which also includes signing people in at the door and making name badges. John discussed having the AFSS section dues of \$10.00 per AFSS member be waived. John expects the AFSS Presidents to be there and attend the conference. Barbara discussed going as paid attendees and not as "secretaries". She also stated our board members need to be participants and make our presence known. Our president and vice president should attend the full CFCFA conference. Shawn Crawford has volunteered to do the name badges as she did last year and did a wonderful job. NOTE: Sallie Ross is very interested in volunteering for registration at this conference.

**7. UNFINISHED BUSINESS:**

**A. Meeting Hostess Guidelines - Safford**

Barbara passed out a handout "Host Agency Guidelines for General Membership Meetings". They will be posted by Shawn on our website. There will be no further discussion on these guidelines.

**B. Training Officer's Registration Update - Crawford**

Shawn was not present but Sue had spoken to Shawn. Shawn advised everything is going along well. **Action:** Sue will contact Shawn regarding the contract agreement for this Symposium. The board discussed how the registration process could be completed on-line and will involve a \$3.00 fee to use a credit card to register. This is only an option and not mandatory.

**C. Section Chief Letter - Engler**

Joyce handed out a draft letter by AFSS Section Chief Smith to the board for review. **Action:** Sue will send the CFCFA letterhead template to Joyce to get the letter sent out to all of the fire chiefs in the state. **Action:** Sue will contact CPF to see if they have a database for the chiefs.

**8. NEW BUSINESS:**

**A. Member of the Year - Beville**

Sue advised that the deadline for nominations of member of year is October 13, 2006. Sue has received one nomination at this time.

**B. Nominating Committee - Beville/Safford**

September AFSS Quarterly Meeting -

- Include Nomination Flyer with officer responsibilities in Meeting Packet.
- Bring additional flyers to meeting, so attendees can review officer responsibilities.
- Ask for volunteers for Nominating Committee (the most recent past president, one committee coordinator and one member of the general membership).
- Offices that will be open for 2007: President, 1<sup>st</sup> VP, 2<sup>nd</sup> VP, Treasurer and Corresponding Secretary.

Nominations for 2007 AFSS Officers Process -

- Nominating Committee Chair: Present slate of officers at December Quarterly Meeting.
- Take nominations from the floor.
  - If there are no additional names nominated from the floor - a vote will be taken for the 2007 officers at this meeting (December).
  - If there are additional names nominated from the floor for an office, all nominees for each office will be presented on line following the December meeting for a vote - votes to be returned by February 1, 2007.

**C. Member Service Awards - Engler**

Joyce talked about the 10-year service award. The board discussed what type of award is appropriate. In the past it has been a desk clock. Joyce will research where they had been purchased and the clock will continue to be the 10-year service award. For the 5-year service award - a plaque with a certificate will continue to be awarded.

**D. Next Joint E-Board Meeting (October 2006) - Beville**

Sue advised our next joint E-Board meeting will be held at the CFCFA Annual Conference in Riverside. The Board discussed having the joint meeting on either Sunday, October 1<sup>st</sup> in the morning. Sue will contact Mary Scott, AFSS Southern Division President and discuss when to have the meeting. Sue suggested having our Northern Division E-Board meeting

on Saturday afternoon, September 30<sup>th</sup>. A board member had concern about spending Saturday night also.

**E. AFSS Membership List - Safford**

Barbara advised that the on-line membership directory lists the departments and no AFSS member. **Action:** Joyce advised she will contact Donna Heymans. Joyce will forward the database to Shawn for posting. Shawn wanted approval from the board to post photos of board members, however it's not secure.

M/S/C Kees/Engler to NOT post E-Board photos on-line on an unsecured website.

**9. E-BOARD COMMITTEES' LIAISON/COORDINATOR REPORTS:**

**A. Conference – Ross**

Sallie advises everything is going very well. She had a meeting with Gail Fullerton and Beverly Fuchs this month. Sallie passed out a detailed handout for the conference budget. Giveaways, workshops and menus were discussed. "To Be Inspired" is the theme for the conference. The board discussed selling T-shirts and/or sweatshirts. Suzy is starting a 2<sup>nd</sup> job working for an embroidery and silk screening company and will check into some prices. Sue made a suggestion of having Deputy Chief and CFCA Legislative Director Sheldon Gilbert as a speaker at the conference.

**B. Historical – Franssen**

No report.

**C. Education/Training – Kees**

No report.

**D. By-Laws – Engler**

Joyce advised this is an on-going process.

**E. Sunshine**

Joyce advised that Dolores is working on changing the "Sunshine Committee" name to a more professional title.

**F. Meeting Coordinator – Safford**

Barbara advised that all meetings are covered.

**G. Membership – Engler**

Joyce spoke with Donna and we now have quite a few new members.

**H. Communications – Franssen**

Karen spoke to Shawn and Shawn advised that she is open to any suggestions or updates to the website. The board discussed adding the membership directory and the by-laws to the main page of the AFSS section of the website. A suggestion was made to change the voting poll, as the poll question refers to adding the membership directory on-line. The board suggested changing the poll and offering a free conference T-shirt as a prize to a member for participating in the poll.

**10. ITEMS FOR SEPTEMBER 15, 2006 QUARTERLY MEETING AGENDA:**

1. Chair of Nominating Committee – two officers plus the president (to bring a slate of officers to the December meeting).
2. Adding Photos on Website (Secure Site Only)
3. Member of the Year
4. Cal Chiefs Conference Registration (Ask for Ad hoc Committee to review).
5. Membership List On-Line (our hard copy needs to be on the web-site).

**11. ITEMS FOR OCTOBER 2006 JOINT E-BOARD MEETING – Beville/Engler**

1. Training Officers Symposium Registration
2. CFCA Annual Conference Registration
3. Future joint Fall E-Board meetings

**12. GOOD OF THE ORDER/ROUNDTABLE:**

The Board thanked Barbara for hosting the meeting and providing us with a wonderful lunch.

**13. ADJOURNMENT:**

M/S/C Franssen/Engler to adjourn the meeting at 1:25 p.m.

Respectfully submitted,

*Tammy L. Bergstrand*

Tammy L. Bergstrand, Recording Secretary

| <u>RESPONSIBLE PERSON</u> | <u>ACTION ITEM</u>   | <u>DUE DATE</u> |
|---------------------------|--|-----------------|
| Beville                   | Will forward changes to the Joint Executive Board Meeting Minutes of April 4, 2006 to AFSS South.  |                 |
| Beville                   | Will e-mail Dora with the questions from #4. Treasurer's Report (above) on Page 1.   |                 |
| Beville                   | Contact Shawn Crawford<br>RE: Training Officers' Symposium Contract Agreement.   | 9/15/2006       |
| Beville                   | Send CFCA letterhead template to Joyce Engler.   |                 |
| Beville                   | Will contact CPF to see if they have a database for the chiefs.  |                 |
| Beville                   | Contact Mary Scott, AFSS Southern Division President and discuss when to have our next joint e-board meeting at the CFCA Annual Conference in Riverside in October. (Saturday, September 30 <sup>th</sup> in the afternoon or Sunday, October 1 <sup>st</sup> in the morning.) |                 |
| Engler                    | Will contact Donna Heymans re: on-line membership directory that lists the departments and no AFSS member.   |                 |