



California Fire Chiefs Association
ADMINISTRATIVE FIRE SERVICES SECTION
NORTHERN DIVISION

Minutes
General Membership Meeting
March 16, 2007

LOCATION: Sacramento Fire Department
5770 Freeport Boulevard, #200
Sacramento, CA 95822

HOSTED BY: Darlene Beno, City of Sacramento

ATTENDANCE:

BENO, Darlene	BENSON, Linda
BEVILLE, Sue	CAUPRAUN, Maria
CRAWFORD, Shawn	ENGLER, Joyce
ERWIN, Valerie	FRANSSEN, Karen
FUCHS, Bev	HEYMANS, Donna
HOLSTROM, Shari	HOOVER, Linda
LIBECKI, Kimberly	LOPEZ, Susie
NOBLE, Joan	RAMIREZ, Dora
ROGERS, Nicole	ROSEDAHL, Linda
ROSS, Sallie	SHARPSTEEN, Gail
STASKO, Kaaren	SUAREZ, Marisela
THOMPSON, Debra	TUVELL, Susan
WHITE, Linda	WIERSMA, Patti
WOLCOTT, Sheila	

Call To Order: President Sue Beville called the meeting to order at 10:15 a.m.

Flag Salute: President Sue Beville lead the membership in the flag salute.

Welcome/Introductions/Guest/New Members: Members made self-introductions. Darlene Beno introduced Captain Kevin Johnson from Sacramento Police Department. Originally scheduled, Acting Fire Chief Forrest Adams was unable to attend due to military duty. Captain Johnson welcomed the group and spoke of leadership classes he and his department are developing and welcome interest from any department officers that may be interested. He distributed his card to those interested; email address is kjohnson@sfd.cityofsacramento.org.

Training Session: “Context and Content of Cal State Fire Training” was presented by Rodney Slaughter (CalFire – formerly CDF).

Committee Reports:

Budget – Sue Beville will be assuming the responsibility of Treasurer and Dora Ramirez has volunteered to assist with the budget. Sue asked if anyone else would like to Co-Chair with Dora on the Budget Committee. If so, please contact Sue Beville at sue.beville@acgov.org. June's general membership meeting will have the 2007/2008 budget to review.

Bylaws – Susan Tuvell – Language is being drafted to modify the SOG to allow an alternate winner if initial winner is unable to use the award in the current year. It was agreed that funds should be used in current year to avoid carryover in the budget.

Communications – Shawn Crawford

Shawn Crawford spoke on the results of online meeting registration. The beta testing has proven that it works successfully. It will be tested again, prior to instituting it as a regular means for registration. Members have not utilized the "Conference Connection" section of Hotlinks. This will be removed due to lack of interest. She encouraged members to share success stories and tips and tricks.

Conference – Sallie Ross, Joyce Engler, Beverly Fuchs

Sallie noted there are 32 days left until the next annual conference. Currently there is a registration total of 94 (not counting guests) of which 18 are first time attendees! Cutoff date to reserve Embassy Suite rooms is Tuesday, March 20. It was also noted that Embassy is charging \$30 extra for two beds. This was noted in the contract but was not originally communicated to attendees. Sallie noted her low response for raffle prizes locally and is requesting that members please bring one small item for the drawings.

There was discussion about referring to the annual conference as "Workshop" versus "Conference". This item will be added to the next Joint E-board agenda.

Education & Training – Shari Holmstrom, Debra Thompson

The recent meeting in Dixon developed 2008 meeting topics. Most are part of the PRP I and II certification programs. The topics are set; they will review and make final selections. Shari mentioned that December's meeting topic is intended to be inspirational. Any ideas for this meeting are welcome. Please contact a committee member. Linda Hoover welcomed attendance at their meetings whether or not you are a committee member.

Historical – Linda Hoover

Linda touched on the topic of submitting historical photos to web-based Snapfish. The problem with submitting old photos is that they would be archived in no particular order or subject matter. It was suggested that perhaps we could begin utilizing this service for future archiving. Cost of service was not stated (Kathy Glick was not in attendance.) Kathy Glick and Linda Hoover will be the photographers at annual conference.

Meeting Coordinator – Barbara Safford

Barbara was absent due to recent injury. 2008 meeting locations need to be filled. Susie Lopez from Rumsey Rancheria Fire Department is hosting the next quarterly meeting and distributed some information in relation to room rates and other information. She stated that we will be utilizing the casino's meeting room. Tours of the fire station will be offered. NIMS reporting will be the meeting topic.

Membership – Donna Heymans

Donna stated that we have 100% paid membership!! Membership total is 167 members - 33 are new members. Chief Smith sent out letters to encourage support and participation. Updated electronic membership rosters are being circulated to members and are corrected as needed. If you have lost or need a replacement name badge, please contact Donna Heymans. She advised that she could provide mailing labels upon request for current members. Donna also maintains a non-members list.

Sunshine – No report.

Business Meeting**Additions to Agenda/Approval of Agenda:**

Shawn Crawford added swearing in of new Recording Secretary, Beverly Fuchs.

AFSS/FDAC Conference date conflicts. Agenda was approved M / S / C Shawn Crawford/Shari Holmstrom.

Consent Agenda:

- Approval of Treasurers report- Adjustments and/or clarification needs to be made in relation to Education & Training / Annual conference expense.
- Approve Consent Agenda – M/S/C Shawn Crawford/Karen Franssen
- Add to E-Board agenda – Request Southern division's member roster be made available in Excel format

Section Chief's Report:

Chief Michael Smith spoke regarding his attendance at Cal Chief's strategic planning meeting in Dixon in January. The Cal Chief's annual conference was discussed. CalChief's changing to include more leadership training and bring in high power speakers to encourage attendance. Northwest Leadership Conference will be the model. Topics to be included will be legislative issues, POST-like training (Police Officers Standard of Training) and inquire as to possible insurance reimbursement. The annual conference will be September 24, 2007 and will be held at Mission Inn in Riverside.

President's Report:

Sue and Joyce also attended the Cal Chiefs Strategic Planning meeting in January 2007. Legislative Day is May 1 & 2. Joyce will be attending with Susan Tuvell. Thanks to Shawn for creating Cal Chiefs Section Dues invoice. We will have the AFSS-N E-board meeting 2:30 Monday of conference—Embassy Suites; Joint E-Board meeting will be held April 17 in South Lake Tahoe and will begin at 9:00 a.m. It was determined that there will not be a fall Joint E-Board meeting. It was stated that one joint meeting is all that is needed. Sue expressed her thanks for the past support she has received from the current board members and Committee Chairs.

Presentation Items:

Shawn Crawford discussed the vacant board positions and inquired if there was interest among attendees. Based on this lack of interest, it was determined that Susan Tuvell will be sworn in at conference. M/S/C Donna Heymans & Linda Hoover.

Vacant budget committee member –Dora Ramirez is available to assist with the budget. Gail Fullerton has stepped down.

JT E-Board Topics for 4/17:

Bylaws Chair

Cal Chief's Registration assistance is needed. CalChief's supplements a percentage of collected registration to offset the cost of travel and accommodations for 2 representatives from North and 2 representatives from South. Sallie Ross volunteered to attend and assist with registration.

Training Officer registration

Strategic Planning Meeting

AFSS joint meeting

Outgoing Member gifts: Should be a private event. No expectation or assumption to participate. Gifts should not be presented at annual conference – only plaque. Sallie to fax surveys from past conference to South to make them aware of responses received from past conference attendees.

Sunshine Committee – Attendees declined to change the committee name.

FDAC/AFSS Conference date conflicts. For future conference planning, we need to request FDAC master calendar and notify them of our conference dates for consideration.

Shari Holmstrom and Debra Thompson raised the issue of the North donating money to the Conference Funds for Gordon Graham. The Education and Training Committee's understanding that the \$2,500 budget increase for conference speakers was to be split with the South. President Beville stated that the Board did not have the same understanding. The Board members understood that because the North determined to obtain a speaker that was not within budget, and that the North would make up the difference for that speaker. President Beville read the draft of the October 1, 2006 Joint E-Board minutes where she stated: "They (the AFSS-N) are aware this is more than is usually budgeted for a speaker, but the northern division will absorb any shortfall of profits because the southern division was not advised prior to booking. "

The Education and Training Committee stated that it is the shared responsibility of North and South in any overage from this year's conference. Obviously, final expenses will not be tabulated until after the conference has been held. This topic will be addressed at the AFSS-North E-Board meeting on April 16 to determine the action to be taken at the Joint E-Board meeting.

Good of the Order/Roundtable

Shawn Crawford noted that her department has received grant monies for auto extrication, training DVD's and exercise equipment.

Next Meeting: April 16 – South Lake Tahoe Embassy Suites

Adjournment:

3:00 p.m. M/S/C Shawn Crawford and Sue Beville

Respectfully Submitted,

Beverly Fuchs
Folsom Fire Department