



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

**Minutes
General Membership Meeting
June 20, 2008**

LOCATION: Consumnes Fire Department
9014 Bruceville Road, Elk Grove, CA

HOSTED BY: Valerie Erwin, Marisela Suarez, Nicole Rogers, Sheila Wolcott
and Lisa Venturelli

ATTENDANCE:

Carol Abraham	Tammy Barnett
Darleen Beno	Linda Benson
Shawn Crawford	Joyce Engler
Valerie Erwin	Beverly Fuchs
Shari Holmstrom	Linda Hoover
Suzy Kees	Lara Kelley
Patti Kellogg	Susie Lopez
Jodi Martin	Debbie Miller
Helen Moreci	Jayne Paine
Nicole Rogers	Barbara Safford
Sandy Sanders	Crystal Smyth
Marisela Suarez	Susan Tuvell
Renee Vetter	Lisa Venturelli
Sheila Wolcott	

- I. **Call To Order:** President Joyce Engler called the meeting to order at 10:15 a.m.
- II. **Flag Salute:** Joyce Engler led the membership in the flag salute.
- III. **Welcome/Introductions/Guest/New Members**
Attendees were welcomed to Cosumnes Fire Department.
- IV. **Training Session:** “Compliance with Federal and State Regulations and Process Federal and State Certifications” was presented by Christy Owen, Manager of Certification and Licensing, State Fire Marshal’s Office.
- V. **Committee Reports:**
Bylaws – Valerie Erwin, Bylaws Chairperson. Valerie explained briefly how the Committee functions and had a hard copy of the committee’s duties to share with anyone who was interested.

Conference – Shawn Crawford, Conference Chairperson, announced the upcoming Conference in April 2009. The committee will embrace anyone who wants to help – it's a lot of work!

Sunshine – Sallie Ross and Beverly Fuchs, Sunshine Chairpersons. Beverly explained what the goals of the committee are. They would like input from AFSS members.

- IV. Committee Meetings:** Colored tickets were distributed at the beginning of the meeting. Members broke out and met with the Committee that corresponded with their colored ticket.

Business Meeting

1. Additions to Agenda / Approval of Agenda.

No additions to the Agenda. Approved. Sherri Holmstrom/Susie Lopez M/S/C

2. Consent Agenda

A. Minutes from Quarterly General Membership Minutes March 21, 2008: Remove “and K. Ways and Means.”

B. Treasurer's Report

C. Correspondence Report

Approval of Consent Agenda: Susan Tuvell/Linda Hoover M/S/C

3. California Fire Chiefs Association – Section Chief Report – Chief Haverty

Chief Haverty encouraged all to give him suggestions of things we would like him to work on.

4. President's Report - President Joyce Engler.

Joyce thanked Chief Haverty for stepping up to take over the Section Chief's job.

Joyce reported she is looking at ways of expanding our group and would like to see more participation. Joyce is also looking at ways to make the group stronger.

5. Old Business

A. AFSS Brochure – Heymans/Tuvell – The South AFSS approached us to expand/revamp our brochure. One brochure to connect Chiefs/Admin. One brochure to hand out to educate others about us and what we do. The suggestion is out there to have a booth at the Cal Chiefs Conference to answer questions about AFSS.

B. Updated Revised SOG's - Engler - We have two SOGs to put into place. Two still need work. Please look them over (on the web site). Any questions ask Valerie or Joyce.

6. Presentation Items

A. Review and Approve 2008/2009 Budget – Kelley: Document is ready for approval. Shawn Crawford/Sherry Holmes M/S/C

B. Review and Approve Bylaws Changes and Additions – Erwin: Changes/updates were posted on the web site. The changes were approved by the E-Board (joint) in April and are ready to be voted on by the general membership. The changes to the Bylaws were reviewed and discussed.

Beverly Fuchs/Carol Abraham (Kentfield) second. M/S/C

C. 2009 Conference Location – Crawford: the Conference will be held at the Sainte Claire in San Jose, April 21-24, 2009.

D. Discussion Strategic Plan for AFSS-ND – Engler: What is our organization looking for? What can we offer our membership? How can we get more participation from our membership?

Discussion was held and suggestions made regarding:

- The possibility of a survey to find out how to increase participation
- Put a contact name on the web site to let members know who to contact if they are having problems accessing the web site
- Send out a broadcast e-mail reminder about the upcoming meetings
- Put a car-pooling link on the web site to help defray the cost of travel
- Let the Chiefs know what the training will be at the meeting so they can encourage their staff to attend
- Most people find out about AFSS through someone else. Suggestion was made for each person to invite someone new.
- Have more training at the quarterly meetings and hold the business meeting separately.
- Hold Chapter meetings or on-line meetings

Discussion was held as to should we incorporate a strategic planning meeting into a quarterly meeting or hold a separate one? Sooner than later would be better. General consensus was to hold a strategic planning meeting at the September quarterly meeting. Clovis is scheduled to host the September meeting but may have to cancel. If they cancel, Bodega Bay will host. Everyone was encouraged to e-mail or phone Joyce Engler with their suggestions/topics for discussion at the strategic meeting.

E. Training Officers Symposium – Engler: Joyce had been in communication with the people that handled the registration at the TOS last year. The person who handled the registration last year has made a personal, verbal commitment to the TOS to provide registration services for five more years. It was noted that this commitment was made as an individual, not as a representative of AFSS. A motion was made by Jodi Martin, second by Susie Lopez, to communicate to the Training Officers Symposium that AFSS North has not endorsed any participation or services for the Training Officers Symposium and any commitments made were made by an individual, not by a representative of AFSS North. M/S/C

F. AFSS North E-Board Meeting July 25, 2008, Sacramento – Engler: Blankets are available for \$20/each.

VII. Good of the Order/Roundtable –

If anyone is interested in working at the Cal Chiefs Conference let Joyce know. AFSS pays for two people to work at registration.

Joyce will confirm the September meeting location.

A big thank you to Cosumnes Fire for the great meeting location.

Next Meeting: September 19, 2008 – Clovis Fire

Adjournment: 3:15pm Miller/Crawford M/S/C

Respectfully Submitted by Debbie Miller, Bodega Bay Fire Protection District