



California Fire Chiefs Association  
ADMINISTRATIVE FIRE SERVICES SECTION  
NORTHERN DIVISION

Minutes  
General Membership Meeting  
September 19, 2008

**LOCATION:** Clovis Fire Department  
1233 5<sup>th</sup> Street  
Clovis, CA 93612-1316

**HOSTED BY:** Clovis Fire Department, AFSS Past Member Kimberly Libeck

**ATTENDANCE:**

Carol Abraham	Kathy Athey
Susan Barfoot	Shawn Crawford
Evelyn Crowder	Joyce Engler
Chad Fitzgerald	Linda Harlow
Karen Kammerer	Lara Kelley
Kim Libeck	Trudy Maletta
Jodi Martin	Mary Mata
Debbie Miller	Sandy Sanders
Susan Tuvell	Maribel Vasquez
Fire Chief Dan Haverty	

- I. **Call To Order:** President Joyce Engler called the meeting to order at 10:00 a.m.
- II. **Flag Salute:** Joyce Engler led the membership in the flag salute.
- III. **Welcome/Introductions/Guest/New Members**  
21 attendees and guests were welcomed to Clovis Fire Department.
- IV. **Training Session:** "Proficiency in Distribution of Agency Information" *PRP Level I Class*  
- Processing Written Materials  
- Basic Written Communication Skills  
By Kelly Schroeder – Fresno Pacific University
- V. **Committee Reports:**  
Communications – Shawn Crawford and Debra Thompson. Shawn reported on the web site that she keeps up to date and encouraged the membership to let her know if there are changes or corrections that need to be made to the site. Shawn explained how the membership forum posting board works. Shawn sends out the California Daily Dispatch as well. If you are interested in learning more about the web site and/or would like to help, please contact Shawn. Contributions are being encouraged for the Hot Links Newsletter. Contact Debra Thompson.

Historical - Linda Hoover and Kathy Glick. No report.

Meeting Coordinator – Dolores Jacquez. No report.

**Committee Meetings:** Breakout committee meetings were not held due to lack of attendance of Committee Coordinators.

### **Business Meeting**

**PLEASE NOTE: The meeting lacked a quorum of the Board. There was discussion of agenda items but no voting took place.**

1. Additions to Agenda – Conference Speaker discussion was added to the agenda.
2. Consent Agenda
  - A. Minutes from Quarterly General Membership Minutes June 20, 2008. No questions.
  - B. Treasurer's Report
  - C. Correspondence Report
3. California Fire Chiefs Association – Section Chief Report – Chief Haverty

Chief Haverty addressed the subject of AFSS involvement in the Training Symposium Registration. Chief reported he had held a discussion with the officers that are responsible for putting on the symposium, giving them the history of the registration help that is presently being provided. Chief Haverty explained to the symposium Board that any donation the Board chooses to give should go to those providing the service, not AFSS. The North & South Training Symposium Boards do not want to interfere with the person performing the service for this year's symposium. Chief Haverty expressed to the symposium officers that both AFSS North and South are anxious to meet with the Training Symposium officers after the 2008 symposium to discuss future involvement of AFSS in Training Symposium registration.

Trudy Maletta apologized for any misunderstanding or bad taste that was left by her performing this job. Because of her location she doesn't attend many AFSS meetings and saw this as a way to contribute. Trudy reported she was unaware of any problem until reading the minutes from the last meeting and went on to explain how non-members became involved in the registration process. She certainly did not mean to step on toes or do anything inappropriate. Chief Haverty expressed that the group certainly wants to make a full commitment and appreciated the comments from Trudy.
4. President's Report - President Joyce Engler. Joyce deferred her report to specific agenda items such as increasing attendance and membership; by-laws revisions (when to determine the percentage of membership in regards to what constitutes a quorum). Joyce asked the membership to please review the by-laws and bring any suggestions to the next meeting.
5. Old Business
  - A. *AFSS Brochure – Heymans/Tuwell* – The South has taken the lead on creating a new brochure. Donna Heymans will be working with them.

*B. Updated Revised SOG's - Engler* – There are four SOGs that are in the process of being revised. This item will be re-visited at the November E-Board meeting.

*C. Update Training Officers Symposium* – Engler – See Chief Haverty's report.

6. Presentation Items

*A. 2009 Yearly Planner/Meeting Dates – Engler*

The proposed 2009 meeting calendar was handed out. Joyce asked for feedback regarding the proposed calendar. Are Fridays good or would membership like to see that change? Should the hosting agency determine the date? The Education Committee offered having a set date and day works best for them (third Friday of the last month in the quarter).

If you have any questions regarding the Calendar please contact Joyce. Discussion was held on the location of meetings. Location of meetings, and what day of the week to hold meetings, will be a question in the membership survey. Hotlinks articles need to be submitted. A reminder (by e-mail and/or on the web site) of when articles are due is helpful.

*B. First Time Attendee Scholarship – Kelley* –

The form to apply for the scholarship is on the website and due December 1.

*C. Member of the Year Nominations – Engler*

Joyce is accepting nominations for Member of the Year (due October 3). Nominations will be discussed at the E-Board meeting in November and announced at the December general membership meeting.

*D. Lifetime Member Nominations – Engler*

Susan Tuvell is accepting nominations for Lifetime Member (due October 3). The nominee must be retired from the Fire Service and in good standing with AFSS. Eight individuals presently are or have retired from the Fire Service. The Board was asked if a list of the retirees could be given to the general membership.

***Please note:*** *Lifetime membership is not automatic. You must be nominated for this award.*

*E. Nominations for Executive Board Positions – Crawford*

Shawn (jokingly) offered that the length of terms should be longer. Discussion followed. She reviewed the positions open for nominations and briefly described the job descriptions. Each term starts after the conference in April 2009.

Nominations are due by the December general membership meeting. If no nominations are received someone will be appointed.

Positions open for nominations are President, Corresponding Secretary, and Treasurer.

*F. Executive Board Meeting Date Changed to Nov. 6<sup>th</sup> – Engler*

Due to timing of the joint North and South E-Board meeting (November 7) the E-Board agreed to move the North E-Board meeting to November 6. If you have items for the agenda please contact Joyce prior to October 27<sup>th</sup>.

*G. Joint Executive Board Meeting Nov. 7<sup>th</sup> – Engler*

The Southern Division E-Board is flying into Sacramento for the joint E-Board meeting on November 7.

*H. Division Participation Survey – Engler*

The E-Board has discussed the possibility of putting out a survey regarding what our membership needs and wants of its organization.

If you would like to participate on a committee to formulate questions please step forward and contact Joyce. Chief Haverty has offered the use of a web-based tool for AFSS to use. The instrument is easy to use - the difficult part is creating the questions. Example: if the outcome of the survey is to be 'the membership can be more engaged' you create questions that solicit that type of outcome.

Joyce suggested creating five categories with a couple of questions in each category. Linda Harlow (Education Committee) volunteered to help.

*I. Legislative Task Force Member – Engler*

This position was created 1-1/2 years ago as a way to communicate to AFSS membership what legislative issues Cal Chiefs is working on. There is one member from the North AFSS and one member from the South AFSS.

Unfortunately the present member from North AFSS has been unable to attend the meetings. This position would be a good fit for someone who is interested in working with the Cal Chief's Legislative Task Force. If one member can't attend the meeting the other member goes so that AFSS has representation at each meeting. Celia Contreras is the member for South AFSS this year. She would like to have a counterpart to share information back and forth. Please contact Joyce if you are interested in participating.

**VII. Good of the Order/Roundtable –**

Linda Harlow spoke regarding the Conference Speaker. The Education and Training Committee held a meeting recently. The committee would like the AFSS membership to approve \$5000 from the checking account for Conference speakers. Due to high hotel costs, one of the compromises the committee is facing is having no keynote speaker. The \$3000 already approved is not enough money to hire both breakout and keynote speakers. Past experience has shown conference attendance (money) correlates directly with keynote speakers. Linda provided membership with three options for conference speakers and explained if membership approves the \$5000 request the committee will have enough funds to go with Option B. The committee has keynote speakers in mind and those speakers will work with AFSS on cost but the speaker needs to be locked in soon. Linda reported The Women at Ground Zero group has a follow-up speaker and the committee is thinking that if membership approves \$5000 the committee can secure this keynote speaker. It was noted the Conference Committee is looking at having sponsors cover costs such as lunch one day, possibly the banquet, as a way to help cut Conference expenses.

Question: how is the conference paid for? Registration money (\$2000) goes toward the conference cost and this year the Northern Division pulled \$3000 (so far) from the general fund for a total of \$5000. The \$2000 is reimbursed to the general fund after conference. So far the conference cost estimate leaves only \$2300 to \$3300 to cover speaker costs and incidentals.

This is the first year the Education and Training Committee has had to look for speakers with no money to use to pay them. The Committee asked if this request for money can be put out on the server for a membership vote prior to the E-Board meeting in November so that the E-Board can approve it? General consensus was that the 50% quorum (see the by-laws) should come from those that respond to the e-mail question. It was noted that there is a problem with people not responding. The possibility of putting this question out to the general membership will be researched.

Question: What is Presentation II of the Women of Ground Zero? Follow-up of the health problems the women have had, where they are now, what directions their lives have taken since 9/11. They also have a new book due out soon after conference (sneak preveiw???).

Lara Kelley reported for the conference budget side of the discussion that in the past 3 years we've spent \$12000 per year. This year we are budgeted to spend \$15000. There is an SOG that states if the account ends above \$2000 due to more conference registrants that money will come back to the general membership.

Question: Are the speakers requiring deposits? Kym Allyn is not requiring a deposit. She tailors her speeches to fire organizations and comes highly recommended. Women at Ground Zero will work with the committee regarding a deposit.

There have been recommendations made for a variety of speakers but speakers are becoming more expensive. \$3000 to \$5000 is not unreasonable for a keynote speaker.

**ROUNDTABLE:** Lara Kelley reported she has started the 2007/08 Budget audit. If anyone is interested in being on the Budget Committee or helping with the financial review please let Lara know.

A big thank you to Clovis Fire Department for hosting the meeting.

**Next Meeting:** December 5, 2008 – Rumsey Rancheria Fire

**Adjournment:** 2:00pm

*Respectfully Submitted by Debbie Miller, Bodega Bay and Russian River Fire Protection Districts*