



ADMINISTRATIVE FIRE SERVICES SECTION

CALIFORNIA FIRE CHIEFS ASSOCIATION SOUTHERN DIVISION

AFSS EXECUTIVE BOARD MEETING FEBRUARY 9, 2007 CHINO VALLEY FIRE PROTECTION DISTRICT

Members Present

Mary Scott – *President*

Sylvia Diaz – *1st Vice President*

Becky Timmers - *Treasurer*

Kathy Ford-Brodersen – *Recording Secretary*

Roberta Mirzayans – *Corresponding Secretary*

Call to Order

President Scott called the meeting to order at 09:15 hours.

Additions to Agenda

As discussed at the October 2006 board meeting, we will discuss moving the date of the executive board elections.

Review and Approval of October 2006 Executive Board Meeting Minutes

The board noted a few corrections to the October 2006 executive board minutes.

MOTION: Becky Timmers moved to accept the minutes as corrected. Sylvia Diaz seconded the motion. Vote: All ayes. Motion approved.

Review and Approval of December 2006 Quarterly Meeting Minutes

Kathy Ford-Brodersen led the discussion regarding issues with the meeting attendance sheets. The group discussed developing a standard attendance sheet that will be used at each meeting so consistent information will be reported. Becky Timmers and Kathy Ford-Brodersen will develop this document and email it to the hosting agency. This form will also be attached to the hosting agency policy in the Standard Operating Guidelines.

The board reviewed the December 2006 quarterly meeting minutes and noted a few changes.

MOTION: Becky Timmers moved to accept the minutes as corrected. Roberta Mirzayans seconded the motion. Vote: All ayes. Motion approved.

Review of the Agenda for the March 13, 2007 Quarterly Meeting

The board reviewed the draft agenda for the upcoming March 2007 meeting. Mary Scott noted the suggested corrections and additions. The amended March 2007 meeting agenda will be sent to all members by Monday, February 12, 2007.

Charitable Contributions

Becky Timmers reported that no contribution requests were received for this quarter. Becky reviewed some former requests that were not awarded. After a short discussion, the board agreed to award the quarterly contribution to the April 2007 Multiple Sclerosis Walk in the name of "Mary's Walkers".

Becky Timmers reported that she attempted to notify Chief Putney that his Dominican Republic organization had been awarded the charitable contribution for last quarter and to verify his mailing address, but has had no response. She will make one more attempt; if no response is received by March 2007, the previous award will be rescinded and it will be awarded to the PFC Devin K.P. Cardenas Memorial Foundation.

Phil Armentrout Scholarship Addition

At the December 2006 quarterly meeting the membership requested that the board discuss and make recommendations regarding a scholarship to cover the annual membership for a member whose agency cannot pay. The board decided that a scholarship for this was not necessary. They did take into consideration the basis for this request and will allow Sally Zumalt from San Diego Fire the privilege to receive AFSS fan-outs without an active membership.

Quarterly Meeting Committee Reports

The board discussed the suggestion that a different committee be highlighted at each quarterly meeting. After a short discussion, the board agreed that the committees already have the opportunity to tell about their accomplishments and current projects and request new members at each meeting during the committee report forum. The board will suggest that committees consider holding their meetings immediately after the quarterly meeting and invite any members who are present to sit in and observe the committee. Another avenue for highlighting a committee could be submitting a committee report and pictures for the Fire Circle.

Brochures

The board discussed the AFSS brochures. We are waiting on quotes for printing. Before we order, we will discuss the possibility of having one brochure for the entire state with the Northern Division. This would allow us to reduce our printing costs by ordering a large amount and sharing the cost.

Committee Reports

Sylvia Diaz did not receive any committee reports. She spoke to Darilyn O'Dell and she will be compiling bios for the Fire Circle of the Santa Fe Springs AFSS members who are hosting the March 2007 meeting.

Timing of the Elections

The board discussed moving the annual nominations for new executive board members to September 1 through October 15; elections would be held in November. The announcement of the new board members would still take place in December. Sylvia Diaz mentioned that these dates would not be in accordance with the current bylaws. She will discuss the possibility of changing the bylaws with Barbara Altizer, Southern Division Bylaws Coordinator.

Liaison Chief Report

The board discussed the current situation with our liaison chief. Since it has been difficult for Chief Putney to attend our meetings, the Southern Division Executive Board accepts the offer of Chief Paul Benson of Chino Valley FPD to serve as the Southern Division Liaison Chief and recommend he replace Chief Putney. We will forward this recommendation to Cal Chiefs' President Mark Revere.

Other Communications

Sylvia Diaz received a thank you letter from Arrowhead Medical Center for the donation of toys and gifts at the holidays for their burn center.

Mary Scott reported that Celia Contreras inquired about the whereabouts of the AFSS banner. The board will request that after each meeting, the host agency transfer the various meeting items, including the banner and raffle tickets to the next hosting agency.

Adjournment

MOTION: With no more business to discuss, Roberta Mirzayans motioned to adjourn the meeting. Sylvia Diaz seconded the motion. Motion unanimously approved. The meeting was adjourned at 11:54 hours.

Kathy Ford-Brodersen

Kathy Ford-Brodersen
Executive Board, Recording Secretary