



Administrative Fire Services Section

California Fire Chiefs Association
Southern Division

AFSS Executive Board Meeting

July 30, 2008

North County Fire Protection District – Scout Room

9:00 a.m.

Board Members Present:

Sylvia Moreno – President
Christine Flores – 1st Vice President
Becky Timmers – 2nd Vice President
Karen McCoy – Corresponding Secretary
Darilyn O’Dell – Recording Secretary

Board Members Absent:

Lisa LeCates – Treasurer (called in for Items H & I)
Chief Paul Benson – Section Chief

Others Present:

Valerie Nellis – Parliamentarian
Barbara Altizer – Bylaws Committee Coordinator
Robin Brock – Communications Committee Coordinator

- A. **Call to Order:** President Moreno called the meeting to order at 9:15 a.m.
- B. **Additions to the Agenda:** Nothing additional was added to the agenda.
- C. **Review of April 21, 2008 Executive Board Meeting Minutes:** Upon a motion by Becky Timmers, seconded by Karen McCoy and unanimously carried, the minutes of the April 21, 2008 Executive Board Meeting was approved as amended.
- D. **Review of April 21, 2008 Joint Executive Board Meeting Minutes:** Upon a motion by Becky Timmers, seconded by Christine Flores and unanimously carried, the minutes of the April 21, 2008 Joint Executive Board Meeting was approved as amended.
- E. **Review of June 10, 2008 Quarterly Meeting Minutes:** Upon a motion by Karen McCoy, seconded by Becky Timmers and unanimously carried, the minutes of the June 10, 2008 Quarterly Meeting was approved as amended.

- F. **Review of Agenda for September 9, 2008 Quarterly Meeting:** The Board reviewed and approved the draft agenda for the September 9, 2008 quarterly meeting. The meeting will be hosted by Corona Fire Department.
- G. **Charitable Contributions:** 2nd Vice President Becky Timmers reported on behalf of Treasurer Lisa LeCates that she received four requests for the quarterly charitable contributions. Upon a motion by Becky Timmers, seconded by Christine Flores, the recipient of the charitable contribution will be the Kevin Vicary Family Memorial Fund.
- H. **IRS Tax Exemption Status** – Lisa LeCates reported that the tax exempt status request was received by the IRS. As of this date no determination has been made. She reported that we may need to file an extension for our tax return for the year ending June 30, 2008. The initial cost for the auditors is \$600, with subsequent years between \$300 and \$400.
- I. **Committee Reports:**
Bylaws Committee – Barbara Altizer reported that the Bylaws have been approved and adopted by both the Southern and Northern Divisions.

Communications Committee – Robin Brock reported that Vicki Varnes will be taking on the responsibilities of editor of the Fire Circle with the Winter Issue. She reported that the primary goals of the Committee is to 1) Expand the Fire Circle Newsletter, 2) Improve and enhance the Website, and 3) Make new member feel welcome (one way to accomplish this is the creation of the New Member Fire Circle Newsletter).

Conference Committee – Darilyn O’Dell reported that the 2008 Conference had a profit of \$4,317.03

Education Committee – Sylvia Moreno reported that Kathy Ford, North County Fire Protection District, has volunteered to be the Coordinator of the Education Committee.

Historical Committee – Joyce Becker reported that Alicia Hernandez, Chula Vista Fire Department, has joined the Historical Committee

Membership Committee – Terrie Villalpando did not provide a report.

Ways and Means Committee – Lisa LeCates reported Karen McCoy volunteered to temporarily be the liaison of the Ways and Means Committee. Karen McCoy reported that there will be two new items for sale at the September quarterly meeting.
- J. **Section Chief Report** – Chief Benson was not present (due to the earthquake in Chino Valley the day before) and did not provide a report.
- I. **2008 Conference Update** – This item was covered under committee reports.
- J. **Northern and Southern Division Brochures** – Robin Brock is heading up this item as the Coordinator of the Communications Committee. She will be getting a quote from a graphic artist before pursuing this item further.

- K. **SOG Revisions** – President Moreno will be doing a fan-out to the membership for revisions.
- L. **Parliamentarian Responsibilities** – Sylvia Moreno gave an overview of the role of Parliamentarian. All meetings follow the Roberts Rules of Order and she suggested that Valerie Nellis bring a copy with her to all meetings.
- M. **Training Officers Symposium** – After discussion, it was decided that AFSS Southern Division would not participate in the Training Officers Symposium.
- N. **Joint Executive Board Meeting – Fall 2008** – The Joint Executive Board meeting will be held in Sacramento on Friday, November 7, 2008.
- O. **Badge Replacement Requests** – After discussion, it was determined that the Division would pay for any badge replacements.
- P. **Other Communication** – Nothing.
- U. **Adjourn** – With no further business to be brought forward, President Moreno adjourned the meeting at 2:10 p.m.

Darilyn O'Dell

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Executive Board, Recording Secretary