



Administrative Fire Services Section

California Fire Chiefs Association Southern Division

AFSS Executive Board Meeting
November 6, 2008
Larkspur Landing Hotel, Sacramento
3:00 p.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
Lisa LeCates - Treasurer

Board Members Absent:

Chief Paul Benson – Section Chief

Others Present:

Valerie Nellis – Parliamentarian

- A. **Call to Order:** President Moreno called the meeting to order at 3:25 p.m.
- B. **Additions to the Agenda:** The following item was added to the agenda:

Executive Board: Lisa LeCates announced that effective November 14, 2008 she is resigning her position as Treasurer of the Southern Division of AFSS. After discussion 2nd Vice-President Becky Timmers will handle the responsibilities of Treasurer until the new Treasurer is installed at the annual conference in April.

- C. **Review of July 30, 2008 Executive Board Meeting Minutes:** Upon a motion by Karen McCoy, seconded by Christine Flores and unanimously carried, the minutes of the July 30, 2008 Executive Board Meeting were approved as amended.
- D. **Review of September 9, 2008 Quarterly Meeting Minutes:** Upon a motion by Lisa LeCates, seconded by Becky Timmers and unanimously carried, the minutes of the September 9, 2008 Quarterly Meeting were approved as amended.
- E. **Review of Agenda for December 12, 2008 Quarterly Meeting:** The Board reviewed and approved the draft agenda for the December 12, 2008 quarterly meeting. The meeting will be hosted by San Miguel Fire District. Upon a motion by Karen McCoy, seconded by Becky Timmers, the education committee is authorized to spend \$250 for the speaker for the December quarterly meeting.

- F. **Charitable Contributions:** Treasurer Lisa LeCates reported that she did not receive any requests for the quarterly charitable contributions. Upon a motion by Becky Timmers, seconded by Karen McCoy, the \$100 charitable contribution will be used to purchase gifts for the annual gift drive benefiting local burn hospitals.
- G. **IRS Tax Exemption Status** – Treasurer Lisa LeCates gave a brief overview on the process in obtaining tax exempt status with the IRS.
- H. **Committee Reports:**
Bylaws Committee – Barbara Altizer (South Pasadena-Retired), had nothing to report.

Communications Committee – Robin Brock (Rancho Cucamonga), submitted that she met with the graphic artist who designed the original 10th anniversary brochures. She will be designing a new brochure, incorporating the 20th anniversary motto, “Service~Support~Success,” as well as designing a banner for our letterhead, newsletter and website. The draft Fire Circle is in progress. An email was sent on September 10th to all those who need to provide articles or photos. The deadline is November 21 (but the earlier the better!).

Conference Committee – Darilyn O’Dell (San Miguel), reported that the 2008 Conference had a greater profit than originally reported. As a result of the transition of the Treasurer, the new number is not available.

Education Committee – Kathy Ford (North County), submitted the committee assisted in planning and preparing the September quarterly meeting educational session of an overview of AFSS, presented by past AFSS presidents and members; and a mini-academy covering the fire service history and culture presented by Battalion Chief Richard Beckman of San Gabriel Fire Department. This session received excellent feedback and the group seemed to enjoy and learn from the numerous topics presented.

Historical Committee – Joyce Becker (Ontario), submitted the committee is now down to four as it was discovered that Roberta Mirzayans had retired from the Burbank Fire Department and we have been unable to make contact with her. Work is ongoing regarding incorporating the photos into a memory book celebrating AFSS’ 20th Anniversary. Pictures taken at the Quarterly meeting on September 9th were placed on the Snapfish website and forwarded to the members. New pictures for the Pictorial Directory were submitted to the Membership Committee for incorporation into the directory.

Membership Committee – Terrie Villalpando (Corona), submitted that she is very pleased to announce that Liz Dibb from San Miguel Fire has offered to take over the responsibilities as the Coordinator for the Membership Committee. Our membership consists of 138 members as follows: 112 Active (12 new), 13 Associate (2 new), 3 Honorary, 9 Life and 1 Sustaining. Due to the economy crisis, a number of members could not renew their memberships. The 2008/2009 Membership Directory has been emailed to all members.

Ways and Means Committee – Sandy Magallanez (Chino Valley), reported that she received 14 responses to the survey of potential items available for sale, the top three being: 1) sport shirt with AFSS logo (we already have them now) 2) mini-carabiner flashlight 3) hand sanitizer spray and Sonoma wine opener – these items tied. Sandy also thought perhaps an emergency kit would be something to consider. The Ways and Means Committee is still in need of a coordinator.

- I. **Section Chief Report** – Chief Benson was not present and did not forward a report.
- J. **Northern and Southern Division Brochures** – Removed from Agenda.
- K. **SOG Revisions** – Removed from Agenda.

The meeting adjourned for the evening at 5:45 p.m.

The meeting reconvened on Friday, November 7, 2008 at 8:00 a.m.

- L. **Requests from Other Sections** – Karen McCoy is developing a guideline that details how requests for assistance from AFSS will be handled.
- M. **PRP Program Expiration Date** – There was a request by a member to see if the PRP Program certificates could have an expiration date. After discussion, it was decided that there is no need for the certificates to expire.
- N. **Member of the Year** – Becky Timmers reported that she received three nominations for the 2008 member of the year. All three nominations were for the same person, and Ronda Guillaume (Cathedral City) was selected as the 2008 member of the year.
- O. **Election of Officers** – Becky Timmers reported that only Darilyn O’Dell (San Miguel) has accepted the nomination for Treasurer of all the members who were nominated. No one has accepted the nomination for the position of Recording Secretary. Becky will be asking for nominations from the floor at the December quarterly meeting.
- P. **Parliamentarian Responsibilities** – Removed from Agenda.
- Q. **Joint Executive Board Meeting** – The Board reviewed the agenda for the Joint Executive Board meeting being held Friday, November 7, 2008 in Sacramento.
- R. **Other Communications** – President Moreno brought up the status of members whose agency would not pay for their membership dues, making them non-members; should they be allowed to continue to receive fan-outs and allowed access to the secured portion of the website. After discussion, it was decided that they would not receive the privileges of an active member.
- S. **Adjourn** – With no further business to be brought forward, President Moreno adjourned the meeting at 9:00 a.m.

Darilyn O’Dell

Darilyn O’Dell
Executive Board, Recording Secretary