



Administrative Fire Services Section

California Fire Chiefs Association Southern Division

AFSS Executive Board Meeting
February 6, 2009
North County Fire Protection District
Fallbrook, California
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:

Chief Paul Benson – Section Chief

Others Present:

Valerie Nellis – Parliamentarian
Barbara Altizer – Bylaws Committee Coordinator
Robin Brock – Communications Committee Coordinator
Renae Rasmussen – Treasurer Elect

- A. **Call to Order:** President Moreno called the meeting to order at 9:02 a.m.
- B. **Additions to the Agenda:** There were no additions to the agenda.
- C. **Review of November 6, 2008 Executive Board Meeting Minutes and November 7, 2008 Joint Executive Board Meeting Minutes:** Upon a motion by Becky Timmers, seconded by Karen McCoy and unanimously carried, the minutes of the November 6, 2008 Executive Board Meeting were approved as amended. Upon a motion by Christine Flores, seconded by Becky Timmers and unanimously carried, the minutes of the November 7, 2008 Joint Executive Board Meeting were approved as amended.
- D. **Review of December 12, 2008 Quarterly Meeting Minutes:** Upon a motion by Karen McCoy, seconded by Becky Timmers and unanimously carried, the minutes of the December 12, 2008 Quarterly Meeting were approved as amended.
- E. **Review of Agenda for March 10, 2009 Quarterly Meeting:** The Board reviewed and approved the draft agenda for the March 10, 2009 meeting.

- F. **Charitable Contributions:** Interim Treasurer Becky Timmers reported that she received two requests for the quarterly charitable contributions. Upon a motion by Darilyn O'Dell, seconded by Christine Flores, the \$100 charitable contribution will be given to the CHP Officer Joseph Sanders Donation Fund.
- G. **IRS Tax Filing** – President Sylvia Moreno reported that in order to stay under the Cal Chiefs insurance umbrella, all Sections will be using one CPA to handle the IRS tax filing. Sections will pay their proportionate share of the cost of the filing. The rules specify that whoever signs the checks cannot reconcile the bank statements. Renae Rasmussen was given direction as incoming treasurer to gather necessary documents and submit them this year to Cal Chiefs, then annually to the auditing firm.
- H. **Committee Reports:**
Bylaws Committee – Barbara Altizer (South Pasadena-Retired) reported that the Bylaws are currently being revised and will submit the draft revision to the joint executive board meeting in April. Deanne Johanson is now being utilized as the Committee's alternate coordinator. Barbara is spending more time out of state and it is necessary to have someone available with a history of the Bylaws.

Communications Committee – Robin Brock (Rancho Cucamonga) reported that the cost of the new membership brochures will be \$1,950 (plus tax) for 5,000 copies. The 20th Anniversary logo is going to be copyrighted and cannot be altered in any way or reproduced without permission. Upon a motion by Becky Timmers, seconded by Karen McCoy and unanimously carried to split the cost of the brochures with the Northern Division and request that they have a commitment to pay by the end of February.

Conference Committee – Darilyn O'Dell (San Miguel) reported that she has contacted the event planner to negotiate hotel contracts for locations in the Palm Springs area.

Education Committee – Kathy Ford (North County) submitted the following report: The December quarterly meeting speaker presented "Microsoft 2007 Overview". We had several positive comments about the content and the speaker. The March quarterly meeting topic is on the OES Fire Reimbursement Process, presented by Lori Lopez of OES. Please send Kathy your topic ideas or names of potential instructors.

Historical Committee – Joyce Becker (Ontario) submitted the following report: Work is still ongoing regarding incorporating the photos into a memory book celebrating our 20th anniversary. The book is almost complete. A lot of organization and footwork had to be taken before this book is/was compiled. If anyone has any pictures of the very early years I would appreciate having copies or getting them scanned. I have not been able to locate photos for the very first few years. Also, it was suggested by one of our committee members that we purchase a digital photo frame. It could be used at the conference, as well as our quarterly meetings to view the pictures on a slide show set on a table. The pictures of the December meeting were posted on Snapfish and emailed to the membership. Additional pictures were taken at the last quarterly meeting for the pictorial directory.

Membership Committee – Liz Dibb (San Miguel) submitted the following report: The Committee is preparing for our annual Membership Drive in May. We also are pleased to report that we have a new member – Pattie Bye from Borrego Springs. Welcome Patty! We're glad you've joined and look forward to meeting you!

Ways and Means Committee – Karen McCoy (Riverside) reported that she will be ordering the two items discussed at the last executive board meeting, a mini-carabiner flashlight and a corkscrew/bottle opener. The cost of these items is over the budget by \$255. Upon a motion by Becky Timmers, seconded by Christine Flores and unanimously carried, the budget for the Ways and Means Committee will be increased by an additional \$255.

- I. **Section Chief Report** – Chief Benson was not present and did not forward a report.
- J. **CFCA Strategic Planning Update** – The Strategic Planning meeting focused on four key topics 1) Budget Summit, 2) Stay and Defend Policy, 3) Membership Retention and 4) EMS 201 Rights. It was also announced that a new Section has been added to Cal Chiefs – Emergency Managers.
- K. **Bylaws** – This item was covered under the Bylaws Committee Report.
- L. **SOG Revisions** – The draft of the new Standard Operating Guidelines – Requests from Other Sections was reviewed. Upon a motion by Becky Timmers, seconded by Christine Flores and unanimously carried, the new Guideline was approved.
- M. **Requests from Other Sections** – Removed from Agenda.
- N. **Member of the Year Gift** – There was discussion regarding the size of the pendant. At some point in time the small helmets were purchased. It was also discussed that along with the perpetual plaque, the member of the year should also receive a personal plaque. Upon a motion by Sylvia Moreno, seconded by Karen McCoy and unanimously carried, a line item will be added to the budget to include the larger helmets (engraved with the year), the perpetual plaque engraving, and the purchase of a personal plaque.
- O. **Membership Retention** – President Moreno reported that she received an email from a member who's organization will not allow here to attend future quarterly meetings due to the downturn in the economy. Discussion followed on ways to retain membership. It was determined that this item should be brought up at the March quarterly meeting for input from the membership.
- P. **Conference Scholarship** – Interim Treasurer Becky Timmers announced the recipient of the AFSS Scholarship is Gina Molina (Rancho Cucamonga). The requirements for this scholarship are members who are first-time attendees to the AFSS Conference and do not have their agency's financial support to attend.

After discussion and upon a motion by Becky Timmers, seconded by Christine Flores and unanimous vote, the Phil Armentrout CFCA Scholarship will now be the Phil Armentrout AFSS Scholarship. This will awarded to members facing financial hardship within their agency who have attended previous AFSS Conferences.

- Q. **20th Year Anniversary Items for Conference** – President Moreno brought up the idea of possibly taking items with the new logo to the conference to sell. It was decided that since the new logo was not ready yet, and it would not be possible to have new items on time, we would not do this. There was then discussion that since the 2008 AFSS Conference brought in excess funds, should we offer to donate a banquet give-away for the 2009 Conference. Upon a motion by Becky Timmers, seconded by Christine Flores and unanimously carried to offer the Northern Division wine glasses (with the current AFSS logo) as an installation banquet dinner give-away.
- R. **September 2009 Meeting Date** – President Moreno brought up that the September 8, 2009 quarterly meeting is the day after the Labor Day holiday and that some members may not be able to attend. It was decided that the September meeting will be moved to the following Tuesday, September 15, 2009.
- S. **April Executive Board/Joint Executive Board Meeting** – President Moreno reported that the time for the Southern Division Executive Board meeting will take place on Monday, April 20, 2009 at 1:00 p.m. in San Jose. She also reported that the Joint Executive Board meeting will be held at 9:00 a.m. on Tuesday, April 21, 2009 in San Jose.
- T. **Other Communication** – President Moreno discussed executive board position responsibilities. She will send copies to all members and incoming members to review their responsibilities.
- U. **Adjourn** – With no further business to be brought forward, President Moreno adjourned the meeting at 2:07 p.m.

Darilyn O'Dell

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Executive Board, Recording Secretary