



# AFSS North Quarterly Meeting Minutes

Friday, September 15, 2017

**Location:** San Mateo Fire Station 28 – Emergency Operations Center  
1040 East Hillsdale Blvd, Foster City, CA 94404

**Host:** Nicole Morales / San Mateo Fire

**Attendance:**

Nancy Tillotson.....President / Vacaville Fire  
Lynda Vargas .....2nd Vice-President / West Sacramento Fire  
Paula Forencich .....Treasurer / Central County Fire  
Janice Parker .....Corresponding Secretary / Sacramento Regional Fire/EMS Com. Center  
Aleta Cook.....San Mateo Fire  
Farida Danish.....Foster City Fire  
Kaitlyn Defanti .....San Mateo Fire  
Jasmine Del Chiaro .....Central County Fire  
Gena Finch .....Central Fire Protection District  
Gina Hamilton .....Redwood City Fire  
Jodi Martin .....Rescue Fire  
Dominique Maurer.....Modesto Fire  
Wendy McGraw.....Central San Mateo County Training Division  
Nicole Morales.....San Mateo Fire  
Sara Morales .....San Mateo Fire  
Cheryl Roth.....Santa Clara County Fire  
Kim Ruggles.....Folsom Fire  
Tramane Soberanes .....Redwood City Fire  
Annette Stelk .....Santa Clara County Fire  
Clara Turner.....Central Fire Protection District  
Mary Way .....San Mateo Fire  
Jennifer Weil.....Folsom Fire  
Fumi Wong .....Foster City Fire

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**BUSINESS MEETING:**

- Business Meeting called to order at 1:02 pm
- Introduction of guests, new members and attendees
- Swearing-in of Janice Parker as Corresponding Secretary by Chief Prziborowski
- Approval of Agenda: June 16, 2017 Quarterly Meeting  
Nancy T. asked to make the following changes: under New Business/Scholarships, bullet point 3 – random drawing of participants will be drawn at the January 2018 Board

meeting; under Old Business add the financial audit; under Committees, for Conference 2018, add Joyce Engler as co-chair.

Motioned to approve, with amendments, by Paula Forencich, 2<sup>nd</sup> by Lynda Vargas, all approved

- Approval of Minutes: June 16, 2017 Quarterly Meeting

Nancy T. requested the following changes: add President to Wendy Crosthwaite's name; correct the spelling of Mollie's name to Meyer; President's Report should say by Wendy C., not Nancy; add Joyce Engler's name to the Treasurer's Report; under Elections, instead of "our" treasurer, please change to "newly elected" treasurer; under Member of the Year, following Constant Contact, add "Website"; under Constant Contact, change "update" to "upgrade"; under Bylaws, where it says July meeting, specify July E-Board Meeting. Dominique requested Jessica Smart's name be removed from the list of attendees as she was unable to attend the meeting.

Motioned to approve, with amendments, by Lynda Vargas, 2<sup>nd</sup> by Janice Parker, all approved

#### President's Report by Nancy Tillotson

This Board officially took office July 1 after being sworn in at Conference. Since then, there have been several changes. Joyce Engler was Treasurer and Sara Roush was sworn in as 2017-18 Treasurer but has since left the fire service. At the June meeting Paula Forencich expressed interest in taking on the position. She has been appointed (not elected) as Treasurer to fulfill Sara's position through June 2018. That term will then be up for election for another 1-year term. Susan Kim has been serving as Corresponding Secretary, and just renewed her term July 1st, but she also has since left the fire service. Janice Parker has accepted the appointment of Corresponding Secretary through June 2018, at which time the 2-year term will then be up for election for another 1-year term. Kristyn Bitz was elected as Recording Secretary, but has also since left the fire service. Dana Lipps, from Sac Metro Fire, who was originally interested in the Member-at-Large position, has accepted the appointment as Recording Secretary through June 2018. This leaves the Member-at-Large position open. In addition to the Board changes, there are also changes to the committee chairpersons: Bylaws and SOGs used to be chaired by Joyce Engler and is now chaired by Jodi Martin from Rescue Fire; With Jodi's new role, there is now a vacancy for the History Chair and Meeting Host Coordinator positions. If you are interested in becoming more active in the group, there is more information on the website about these positions and which Board representatives are your support. Also, while serving as the Historical Committee Chair, Jodi was partnering with Susan Kim. The position has had two people for a long time, so don't think you have to do it alone. Our Sunshine Committee has been very fluid for the last couple of years. Aleta Cook from San Mateo Fire has stepped up to take on that role, and will be sending out cards for birthdays and other events. The membership drive closed at the end of August. Our membership committee chair is Janice Parker. Kudos to Janice and everyone else and all the work they've done to invite others and help them get excited about AFSS. CalChiefs has a liaison for each section. Chief Prziborowski is our current liaison. Prior to that, it was Chief Tracy Hansen, who recently retired. Wendy Crosthwaite presented her with a token of appreciation from AFSS at her retirement celebration.

CalChiefs Report by Nancy Tillotson

The position of Executive Director of CalChiefs has been held by (retired) Chief Eric Dutton, and his contract has been renewed to run through September 2018. During the last two months, the CalChiefs Board had the position of President-elect come up for election and, for the first time, there were two candidates: Edmond Rodriguez from Salinas and Jeff Meston from South Lake Tahoe. The vote went out and South Lake Tahoe Chief Jeff Meston was elected. CalChiefs and AP Triton have signed a contract to share office space and a clerical staff member. Bev Fuchs, AFSS Life Member, has been hired in that role.

CalChiefs is considering the creation of a new section strictly for medical directors. Previously the AFSS website was overseen by a CalChiefs vendor; however, they have a new vendor running their website now. September 26-28 will be the Annual CalChiefs Conference in Riverside, California. Our budget allows for two members of the Board to attend: the President and 1st Vice President. Accordingly, Nancy plans to attend with 1st VP Danette. While there, they'll be meeting with AFSS South President, Ron Liechti, on items of mutual interest.

Treasurer's Report by Paula Forencich

These three months were completed at the end of Joyce E's term. The reports included are just a draft, as there appears to be a small discrepancy. They will be reviewed and then in December several reports will be presented for the general membership's review. They are always posted and part of the meeting packet. If you have any questions, just let her know.

- April 2017
  - General Fund Balance:.....\$ 6,058.65
  - Conference Account Balance: .....\$ 6,933.39
  - Business Market Savings Balance:.....\$ 106.27
  - Reserve Account Balance:.....\$ 6,146.98
  - TOTAL:.....\$19,245.30
  
- May 2017
  - General Fund Balance:.....\$ 5,816.97
  - Conference Account Balance: .....\$ 6,933.39
  - Business Market Savings Balance:.....\$ 106.27
  - Reserve Account Balance: .....\$ 6,147.13
  - TOTAL:.....\$19,003.77
  
- June 2017
  - General Fund Balance:.....\$ 5,801.90
  - Conference Account Balance: .....\$ 7,333.39
  - Business Market Savings Balance:.....\$ 106.28
  - Reserve Account Balance: .....\$ 6,147.28
  - TOTAL:.....\$19,388.86

**New Business**

Proposed Budget 2017-18 – Paula Forencich

The 17/18 budget, completed by Joyce E., was presented for approval. There are just a few minor changes that were made, but nothing new since the last meeting where it was initially presented. If we follow the budget, we expect to bring in more in revenue than we have currently listed in our projected expenses. We will begin working on the 2018 budget in March so that it can be completed and ready for review and open for discussion at the June General Membership meeting.

Motioned by Jodi Martin, 2nd by Paula Forencich, all approved

#### Proposed Bylaws Update – Jodi Martin / Nancy Tillotson

This item does not require a vote today. The changes were intended to include the Member-at-Large position so that we would have another Board member to assist us in ensuring there is a quorum at every meeting. The North and South work off of the same Bylaws; however, the SOGs are separate and individual. Accordingly, both Boards need to present changes to the Bylaws to their respective memberships for approval before they are enacted. The South has only recently been able to bring this up for adoption. It was presented to their membership this past Tuesday. They did not adopt the proposed language. They would like to modify the language to indicate that the position is not a voting position as they believe this would create an imbalance between the North and South. Since we feel strongly about having the position, there will be ongoing discussions on this topic with the South to see if a solution can be agreed upon.

#### Proposed SOGs Update – Jodi Martin / Nancy Tillotson

Just a few verbiage updates for guideline #3 (quarterly meeting registration) were presented. It has been stated that using the word “training” rather than “meeting” might be preferred; so it would say quarterly ‘training’ registration, etc. Additionally, wording was suggested to indicate that if the hosting agency of an AFSS quarterly training provides lunch to the attendees without seeking reimbursement from AFSS, the hosting agency AFSS members’ (maximum of three) registration would be waived. Jodi Martin mentioned that it used to be that the hosting agency didn’t have to pay fees for the meeting. A group discussion followed suggesting the separation of lunch and registration for training. It was recommended that lunch be reimbursed in any case as it could be considered a gift of public funds, and that the hosting agency be allowed to have up to three paid registrations for the meeting they host. Finally, it was suggested that we table the discussion until the next meeting to have the opportunity to revise the wording as such. Motion to table by Anette Stelk, 2nd by Cheryl Roth, all approved.

#### Carol Abraham Scholarships – Nancy Tillotson

These scholarships are only used for the annual Educational Forum held in the spring.

First Time Attendee scholarship: applications are due by November 20th and a drawing will be held at the December General Membership meeting.

General Membership scholarship: in order to qualify for this scholarship, you only need to attend the general training meetings. Each time you attend, a ticket is placed in the drawing for the scholarship (e.g. if you attend four meetings, you get four entries, if you attend one meeting, you get one entry). The winner is drawn at the December meeting.

Random Drawing of Participants: this third scholarship is not in the budget. It is strictly based on raffle proceeds from the March, June or September meetings. If a non-profit is not selected to receive the proceeds from a meeting, those funds go into the scholarship fund. (The December meeting raffle proceeds always go to this scholarship.) Member of the Year awardees also get \$100 to send to their selected non-profit. Some choose to donate their awards to this scholarship. So the amount of the scholarship(s) can vary as it is strictly based on the funds that are available. In the past we have been able to send at least one, and sometimes two, to the Forum with this scholarship. This winner is drawn at the January E-Board meeting and a notification is then sent out. The Board will draw three prospective recipients. The first person drawn has a specific window of time in which to gain the approval of their Chief to attend conference. If they are unable to attend, it is offered to the second person drawn, and if they can't go, it is offered to the third. If you have already registered for conference and paid your fees, and are notified that you were drawn for the scholarship, AFSS will reimburse you.

#### Member of the Year Nominations (due November 15, 2017)

Member of the Year is nominated by your peers (this group). The only non-eligible people are the folks on the Board. (A person serving on the Board is not eligible for Member of the Year; however, a person serving on a committee is eligible.) The nomination form will be posted on the website ([www.afssca.org](http://www.afssca.org)) and nominations are due by November 15, 2017. The winner will be selected by the Board and announced at the December General Membership meeting (if they are in attendance).

#### Charitable Donation Nominations (due November 30, 2017)

There is a form available to suggest a non-profit to receive the charitable donations. Those nominations are due by November 30, 2017 for the following year. The Board will review the nominations and, if your charity is selected, you will be notified for which month your charity will receive the raffle proceeds.

#### December 2017 Training / Meeting

An exception to the regular meeting schedule, the December meeting is always held on the 1st Friday in December. This December's meeting will be held at Sac Metro Fire (host Dana Lipps). Dana has asked that we please bring a gift for their toy drive (unwrapped) and an ornament (wrapped) for the ornament exchange, if you wish to participate.

#### **Old Business**

##### Financial Audits by Sue Beville

Three years still need to be audited. Sue Bornemann is conducting the 2013/14 audit. The person who was going to conduct the 2014/15 audit is no longer able to do so; as a result, we are in need of someone who can step up to review the books. It must be a non-Board member. Anette Stelk said she will take the 2014/15 books for review.

#### **Committee Reports**

Coordinator / Board Liaison

- a. Bylaws & SOGs – Jodi Martin / 2<sup>nd</sup> VP  
Jodi Martin is the new chairperson.
- b. Communications – Mollie Meyer / 1<sup>st</sup> VP  
Mollie Meyer is the one who sends out the emails that tell you about registration and events, in addition to updating our Facebook pages. (AFSS CalChiefs is the private Facebook group and you must submit a request to join the group. Mollie will verify your AFSS membership and then add you.)  
Website – nothing new to report.  
Facebook (Public & Closed Group) – nothing new to report.  
Constant Contact – nothing new to report.
- c. Conference 2018 – Valerie Erwin & Joyce Engler / 1<sup>st</sup> VP  
Neither Valerie nor Joyce could be here today. The ‘Save the Date’ has been posted on the website. It is official that we will be at the Dream Inn in Santa Cruz April 25-27, 2018. Registration is not yet open, but should be soon. There will be a welcome reception on Tuesday evening. Conference officially begins at 8am Wednesday and on Wednesday evening, there will be a fun activity. Thursday will be filled with more conference sessions, to be followed that evening by the installation dinner. On Friday our classes will only go until noon, after which everyone will travel home. Spread the word and let your Chief know that they are invited as well.
- d. Education & Training – Valerie Erwin / 1<sup>st</sup> VP  
December’s topic has not yet been determined. March 16, 2018 will be a Fire Ops 101 training in Vacaville where we will be putting on turnouts, pulling hoses, experience smoke rooms (friendly), and using thermal imagers to go through a building. More details will follow as the date approaches. The June 15, 2018 meeting will be hosted by Sacramento Fire at their EVOC course. You won’t want to miss it.
- e. Historical – Vacant / 2<sup>nd</sup> VP  
We are currently looking for a new chairperson for this committee.
- f. Nominating – Vacant / President  
Nothing at this time.
- g. Legislative – Meghan Scannell / President  
Meghan Scannell wasn’t able to make it. The legislative team is back in session now, so things will be moving again. Some current Chiefs are an active part of that group, lobbying at the Capitol. If you ever have any questions about legislation, ask Meghan.
- h. Meeting Host Coordinator – Vacant / Corresponding Secretary  
Looking for a new chairperson. The next meeting that will need a location is September 2018, so there is plenty of time to work on it and then coordinate with the host.

i. Membership – Janice Parker / 1<sup>st</sup> VP

We are very fire-focused, but we are also multi-talented and work across multiple duties (not just secretaries or Chief's assistants), so if you know someone you think would benefit from our organization, tell them about us.

j. Sunshine -- Aleta Cook / 2<sup>nd</sup> VP

Aleta Cook is our new chairperson.

k. Ways and Means – Lori Kickinger / Treasurer

We do not have anything here to sell today. The sale of these items helps us sustain the training budget (some speakers require fees). We will be looking into Amazon Smile as another possible way to generate funds for our programs.

Identification of items for next meeting (December 2017)

Nothing at this time.

Good of the Order

Calling in to our meetings is now available to everyone. If you are unable to attend our quarterly training, you can call into the meeting (carrier tolls may apply). Also, everyone is always welcome to attend the E-Board meetings if you are interested.

A revised calendar of meetings is attached to the meeting packet. The biggest change is in October's meeting. It will now be hosted by Paula F. (E-board meeting only). The March 16, 2018 training was previously going to be held at Travis AFB; it is now scheduled for Vacaville Fire. The April 2018 E-board meeting will be held the afternoon of April 24th at the 2018 Educational Forum. The 15th anniversary of the California Firefighter Memorial is going to be held in Sacramento at Capitol Park on Saturday, September 30, 2017 at 11:30am.

October 2-7, 2017 is National Customer Service Week, so it is an opportunity to thank those who serve our front counters.

For those who may be interested – the National Fire Academy in Emmitsburg, Maryland has a rolling registration; usually closes about 4-6 months prior to the class dates – sometimes sooner if there are still openings. Classes are free, and the NFA will reimburse you for all expenses except the meal ticket for the term of the course.

Adjournment: 2:31pm.

Recorded by,

*Lynda Vargas*

Lynda Vargas  
AFSS North, 2nd Vice President

Future Meetings

- E-Board.....October 13, 2017 (9:00 am – 12:00 pm)  
Central County Fire
  
- Joint E-Board .....November 9, 2017 (9:00 am – 10:00 am)  
Conference Call Hosted by the North
  
- General Membership.....December 1, 2017 (9:00 – 3:00 pm)  
Sac Metro Fire
  
- E-Board.....January 12, 2018 (9:00 am – 12:00 pm)  
Sacramento - TBA
  
- Joint E-Board .....February 8, 2018 (9:00 am – 10:00 am)  
Conference Call Hosted by the South
  
- General Membership.....March 16, 2018 (9:00 – 3:00 pm)  
Vacaville Fire
  
- Joint E-Board .....April 24, 2018 (time TBA – prior to Educational Forum)  
Hosted by the North, Santa Cruz, Dream Inn
  
- Educational Forum.....April 25-27, 2018  
Santa Cruz, Dream Inn