



AFSS - Special Meeting Meeting Agenda

April 25, 2023

Location: Join via Zoom Meeting

<https://us06web.zoom.us/j/83491648119?pwd=VFIPSWRvb1JpRWdpL3JFbXJpSlpvdz09>

Meeting ID: 834 9164 8119

Passcode: 740150

Time: 10:00am

Call to Order: Brita Geiger, President, AFSS North

Roll Call: Robin Holcomb, Recording Secretary, AFSS North

1. Additions / Approval of Agenda
2. Approval of Quarterly Minutes from 3/16/2023 meeting
3. 2023-2024 Executive Board Members Nominations
(See SOG's Guideline 4: Executive Board Members – Elections and Responsibilities for reference)

Executive Board positions open for nominations:

President – Brita Geiger, Consumnes Fire CSD

1st Vice President – Julie Ervin, Rocklin Fire Dept.

2nd Vice President – Joyce Engler, Truckee Fire District

Corresponding Secretary – Mandi Ladd, City of Fairfield

Treasurer – Jeran Scruggs, Woodland Fire Dept.

Member-at-Large – Christina Burroughs, El Dorado Hills Fire

4. By Law Changes, see attached document
 - a. Article 1.2
 - b. Article 1.4
5. First Time Attendee Scholarship Application
Google Form Link
https://docs.google.com/forms/d/e/1FAIpQLSfKedqfBZ1zsAgkALRe7IF07KUdExmKgOLIS0AmdWp4k_-B2w/viewform
6. Website Security / Scam emails

PROPOSED BY LAW CHANGES

PROPOSAL 1- Article 1.2 Mission Statement. Update to Organizations Mission Statement to reflect Mission Statement listed in the 2023-2028 Strategic Plan.

CURRENT MISSION STATEMENT:

1.2 **MISSION STATEMENT:** To be an effective support system to all fire service professionals by utilizing the skills of our profession to strengthen administrative operations.

PROPOSED MISSION STATEMENT:

1.2 **MISSION STATEMENT:** The mission of the Administrative Fire Services Section is to support and empower administrative professionals to develop and strengthen administrative operations in fire service organizations throughout California.

PROPOSAL 2- Article 1.4 Organization. Update listed counties in the division of the North and South to reflect the same information in the CalChiefs sections map. Two counties, Kings County and Tulare County, will be removed from the North and added to the South.

CURRENT WORDING:

1.4 **ORGANIZATION:** The Section shall be comprised of all eligible members whose agencies are within the State of California as defined by the California Fire Chiefs Association.

The Southern Division shall represent that portion of the State of California consisting of Imperial, Inyo, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara and Ventura counties.

The Northern Division shall consist of Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, and Yuba counties.

PROPOSED WORDING:

1.4 **ORGANIZATION:** The Section shall be comprised of all eligible members whose agencies are within the State of California as defined by the California Fire Chiefs Association.

The Southern Division shall represent that portion of the State of California consisting of Imperial, Inyo, Kern, Kings, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara Tulare, and Ventura counties.

The Northern Division shall consist of Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yolo, and Yuba counties.



Treasurer's Report

AFSS Northern Division

1/1-31/2023

Main Checking Acct *8442 Beginning balance:		\$ 13,969.72
Subledger: General Fund Beginning Balance		\$ 13,005.91
Income:		
	Memberships	\$ 77.50
	Total income for period:	<u>\$ 77.50</u>
Expenses:		
	Bankcard fees - Conference/Memberships/Training	\$ 12.64
	Microsoft OneDrive Monthly Subscription	\$ 10.00
	Amazon- Birthday Cards for Sunshine Committee	\$ 40.46
	Total expenses for period:	<u>\$ 63.10</u>
Transfers:		
	Transfer 2021 & 2022 Member of the Year Charitable Donations to Carol Abraham Scholarship	\$ (200.00)
	Total transfers:	\$ (200.00)
Subledger: General Fund Ending Balance		\$ 12,820.31
Subledger: Carol Abraham (non-budgeted) Scholarship Acct Beginning Balance:		\$ 963.81
Income:		
	2021 Member of the Year Donation	\$ 100.00
	2022 Member of the Year Donation	\$ 100.00
	Total income for period:	<u>\$ 200.00</u>
Expenses:		
	2024 Conference Award	\$ 413.00
	Total expenses for period:	<u>\$ 413.00</u>
Subledger: Carol Abraham (non-budgeted) Scholarship Acct Ending Balance:		\$ 750.81
Main Checking Acct *8442 Ending balance:		\$ 13,571.12
Conference Checking Acct *8371 Beginning balance:		\$ 7,921.30
Income:	NO TRANSACTIONS THIS PERIOD	
	Total income for period:	<u>\$ -</u>
Expenses:	NO TRANSACTIONS THIS PERIOD	
	Total expenses for period:	<u>\$ -</u>
Transfers:	NO TRANSACTIONS THIS PERIOD	
	Total transfers:	<u>\$ -</u>
Conference Checking Acct *8371 Ending balance:		\$ 7,921.30
Reserve Acct *8362 Beginning balance:		\$ 6,304.07
Income:		
	Interest	\$ 1.34
	Total income for period:	<u>\$ 1.34</u>
Expenses:	NO TRANSACTIONS THIS PERIOD	
	Total expenses for period:	<u>\$ -</u>
Transfers:	NO TRANSACTIONS THIS PERIOD	
	Total transfers:	<u>\$ -</u>
Reserve Acct *8362 Ending balance:		\$ 6,305.41
TOTAL AFSS NORTHERN FUNDS:		\$ 27,797.83



Treasurer's Report

AFSS Northern Division

2/1-28/2023

Main Checking Acct *8442 Beginning balance:		\$ 13,571.12
Subledger: General Fund Beginning Balance		\$ 12,820.31
Income:		
	Memberships	\$ 204.25
	Quarterly Training Registration - March 2023	\$ 410.35
	Total income for period:	<u>\$ 614.60</u>
Expenses:		
	Bankcard fees - Conference/Memberships/Training	\$ 2.53
	Microsoft OneDrive Monthly Subscription	\$ 10.00
	Wix.com Website Hosting Subscription	\$ 199.00
	Award Zone- New Member Name Tags	\$ 93.60
	Total expenses for period:	<u>\$ 305.13</u>
Transfers:		
	Total transfers:	\$ -
Subledger: General Fund Ending Balance		<u>\$ 13,129.78</u>
Subledger: Carol Abraham (non-budgeted) Scholarship Acct Beginning Balance:		\$ 750.81
Income:		
	Total income for period:	<u>\$ -</u>
Expenses:		
	Total expenses for period:	<u>\$ -</u>
Subledger: Carol Abraham (non-budgeted) Scholarship Acct Ending Balance:		<u>\$ 750.81</u>
Main Checking Acct *8442 Ending balance:		<u>\$ 13,880.59</u>
Conference Checking Acct *8371 Beginning balance:		\$ 7,921.30
Income:	NO TRANSACTIONS THIS PERIOD	
	Total income for period:	<u>\$ -</u>
Expenses:		
	Pokerchips.com- 2024 Conference Save the Dates	\$ 126.02
	Total expenses for period:	<u>\$ 126.02</u>
Transfers:	NO TRANSACTIONS THIS PERIOD	
	Total transfers:	<u>\$ -</u>
Conference Checking Acct *8371 Ending balance:		<u>\$ 7,795.28</u>
Reserve Acct *8362 Beginning balance:		\$ 6,305.41
Income:		
	Interest	\$ 1.21
	Total income for period:	<u>\$ 1.21</u>
Expenses:	NO TRANSACTIONS THIS PERIOD	
	Total expenses for period:	<u>\$ -</u>
Transfers:	NO TRANSACTIONS THIS PERIOD	
	Total transfers:	<u>\$ -</u>
Reserve Acct *8362 Ending balance:		<u>\$ 6,306.62</u>
TOTAL AFSS NORTHERN FUNDS:		<u>\$ 27,982.49</u>



Treasurer's Report

AFSS Northern Division

3/1-31/2023

Main Checking Acct *8442 Beginning balance:		\$ 13,880.59
Subledger: General Fund Beginning Balance		\$ 13,129.78
Income:		
	Memberships	\$ 385.00
	Quarterly Training Registration - March 2023	\$ 351.98
	Quarterly Training Raffle- March 2023	\$ 276.64
	Total income for period:	<u>\$ 1,013.62</u>
Expenses:		
	Bankcard fees - Conference/Memberships/Training	\$ 27.38
	Microsoft OneDrive Monthly Subscription	\$ 10.00
	Total expenses for period:	<u>\$ 37.38</u>
Transfers:		
	March 2023 Raffle Proceeds to Carol Abraham Scholarship	\$ (176.48)
	Total transfers:	\$ (176.48)
Subledger: General Fund Ending Balance		<u>\$ 13,929.54</u>
Subledger: Carol Abraham (non-budgeted) Scholarship Acct Beginning Balance:		\$ 750.81
Income:		
	March 2023 Raffle Proceeds	\$ 176.48
	Total income for period:	<u>\$ 176.48</u>
Expenses:		
	Total expenses for period:	<u>\$ -</u>
Subledger: Carol Abraham (non-budgeted) Scholarship Acct Ending Balance:		<u>\$ 927.29</u>
Main Checking Acct *8442 Ending balance:		<u>\$ 14,856.83</u>
Conference Checking Acct *8371 Beginning balance:		\$ 7,795.28
Income:		
	Total income for period:	<u>\$ -</u>
Expenses:		
	Check 1043 Grand Sierra- Conference Deposit (2 of 3)	\$ 8,017.24
	Total expenses for period:	<u>\$ 8,017.24</u>
Transfers:		
	From Reserve Account to Cover Conference Deposits	\$ 2,500.00
	Total transfers:	<u>\$ 2,500.00</u>
Conference Checking Acct *8371 Ending balance:		<u>\$ 2,278.04</u>
Reserve Acct *8362 Beginning balance:		\$ 6,306.62
Income:		
	Interest	\$ 1.17
	Total income for period:	<u>\$ 1.17</u>
Expenses:		
	Total expenses for period:	<u>\$ -</u>
Transfers:		
	To Conference Account to Cover Conference Deposits	\$ (2,500.00)
	Total transfers:	<u>\$ (2,500.00)</u>
Reserve Acct *8362 Ending balance:		<u>\$ 3,807.79</u>
TOTAL AFSS NORTHERN FUNDS:		<u>\$ 20,942.66</u>