



AFSS North Quarterly Meeting Agenda

December 7, 2023

Host: Sanger Fire Department

Location: 911 H St, Fresno, CA 93721

Virtual option: *(will be provided prior to meeting date)*

Meeting ID: *(will be provided prior to meeting date)*

0900 Flag Salute

900-1000 Business Meeting

- Call to Order
- Approval of Quarterly Meeting Minutes
 - 6/16/2023
 - 9/13/2023
- Executive Board Report
 - Cal Chiefs Conference
 - Annual Report
 - Non-profit Status Update
- Open Board Positions
- Committee updates
 - Committee Opportunities
 - SOG & By-laws Subcommittee
- Member of the Year
- Lifetime Members
- Scholarship Awards
- Good of the Order

1000-1100 Training: Brown Act

1100-1200 Training: Writing/Editing for Executive Staff

1200-1330 Lunch Provided (Raffle / Ornament White Elephant)

1330-1430 Training: Public Speaking

1430 Adjournment



AFSS North

Quarterly Meeting Minutes

June 16, 2023

Host: Jeran Scruggs, Woodland Fire Department

Location: 1000 Lincoln Ave, Woodland, CA 95695

Virtual option: Meeting ID: 250 358 348 496 Passcode: QZQnEP

Members in attendance: Brita Geiger, Julie Ervin, Jeran Scruggs, Joyce Engler, Mandi Ladd, Yvonne Hernandez, Lori Kickinger, Samantha Corral, Sofia Ortiz, Sallie Ross and Anna Garibay

Members in attendance via Zoom: Sarah Melton, Jodi Martin and Robin Holcomb

0800 Flag Salute, Chief Doll

0821 Call to Order Board Meeting

- Approval of today's agenda (no changes made)
 - *Motion to approve made by Julie Ervin, seconded by Sofia Ortiz.*
- Approval of 4/25/2023 Special E- Board Meeting Minutes
 - Brita will send Jodi Martin by Law changes
 - *Motion to approve made by Julie Ervin, seconded by Yvonne Hernandez*
- Oath of office for 2023-2024 Board Members
 - Brita Geiger sworn in Julie Ervin and Mandi Ladd today
 - All other elected Board Members were sworn in at AFSS Annual Conference.
 - *Effective date July 1st, 2023.*
- Executive Board Report
 - North and South continue to meet monthly. Both are still working on obtaining insurance after CalChief's informed sections we would no longer be covered under their policy. There is a possibility that the other sections will be joining together to create a group policy and once more information is available it will be shared with the membership.
 - Monday Brita and Julie attend CalChief's workshop. CalChief's is looking to bring everyone under the same umbrella using the same platforms, website and insurance. They would like all Officers under each Division to be on the same election cycle which would be calendar year vs Fascial which AFSS is currently on. By Laws would also be included in this change however AFSS would keep our own SOGI's with the exception of one report out instead of two. Meaning combining North and South. Brita asked members to gather their questions and put them into writing for the Board to present to CalChief's.
 - Sallie Ross was presented with a plaque for serving as AFSS President previous term.
- Chief Tarascou Report



AFSS North

Quarterly Meeting Minutes

June 16, 2023

- No report given (not in attendance).
- Committee updates
 - AFSS Conference Committee (Sallie Ross) – Meeting monthly, updates attached, theme “Betting on Yourself”
 - AFSS Legislative Report (Lori Kicking) – Cal Chief’s is tracking AB 40 the important ambulance patient offload time bill
 - No other Committee updates given.
- 2023-2024 Meeting Calendar
 - Attached draft to be used as of right now however this should be finalized prior to July 1st and it will go on the website.
- 2023-2024 Preliminary Budget
 - Presented by Jeran
- FY 22-23 Financial Audit
 - Not completed yet, Jeran will be the lead to get this completed.
- Membership Drive 2023
 - Start date July 1st
- Good of the Order
Nothing to report

Next Quarterly Meeting: September 13, 2023 – hosted by Alameda County Fire Department

**AFSS North Annual Budget
2023-24**

INCOME	
INVESTMENT	
Reserve (needed to balance budget) (FY 2022-23 Rollover)	\$ 7,200
Carol Abraham Scholarship Fund Rollover Balance	\$ 927
DUES	
Annual Membership 75 Renewal Members Paid / 5 New Members (80 @ \$75.00)	\$ 6,000
Quarterly Meeting 20 paid participants x 4 mtgs @ \$30	\$ 2,400
FUNDRAISING	
Charitable Donation Raffle \$150.00 per meeting x 4 meetings	\$ 600
Ways & Means	\$ 1
MISCELLANEOUS	
	\$ 50
TOTAL REVENUE	\$ 17,178

EXPENSES	
ADMINISTRATION	
Quarterly Meetings 20 paid participants x 4 mtgs @ \$23 each Host/Chiefs/Speaker - up to three (3) people \$23 each	\$ 2116
Raffle Prizes for Charitable Donations \$100.00 per meeting x 4 Quarterly meetings	\$ 400
Tax Preparation CPA services and filing fees	\$ 600
Operational Expenses Bank checks, stamps, postage, shipping \$150 E-Board Name Tags 6 @ \$15.00 each+tax \$100	\$ 250
Communications - Wild Apricot	800
Miscellaneous	\$ 300
LEADERSHIP	
CFCA Dues CFCA Membership Dues for Section President	\$ 412
CFCA Annual Conference Expenses for 2 representatives (President, 1st VP or designees) to attend including travel, hotel, meals, registration and expenses \$1,000 CalChief's Booth \$500	\$ 1,500

**AFSS North Annual Budget
2021-22**

CFCA Strategic Planning / Presidents Forum Meeting	\$	500
Expenses for 2 representatives to attend including travel, hotel, meals and expenses		
 Incoming Board Memeber Workshop	 \$	 2,000

COMMITTEES

Conference	\$	-
 Education & Training		
Quarterly Meeting Training	\$	6,500
Speaker fee or Token of Appreciation, training fees, Certificates of Training, training supplies, travel fees		
 Historical		
Photography and data storage equipment/software/misc. (OneDrive)	\$	120
 Membership	 \$	 550
Membership Drive Marketing/Brochures/Supplies	\$150	
Member Name Tags 10@ \$15.00 each+tax	\$150	
New Member Swag	\$250	
 Sunshine	 \$	 100
Birthday Cards	\$50	
Postage	\$50	
 Ways & Means	 \$	 -
Promotional goods		

MEMBER RECOGNITION

Awards		
Life Member - Name Tags	\$	30
2 @ \$15.00 each		
 Member of the Year Donation	 \$	 100
 Annual Conference Scholarship		
1-Carol Abraham Memorial Scholarship (attendance)	\$	450
1-Carol Abraham Memorial Scholarship (first-time attendee)	\$	450

TOTAL EXPENSES: \$ 17,178



AFSS North

Quarterly Meeting Minutes

September 13, 2023

Host: Yvonne Hernandez, Alameda County Fire Department

Location: 6363 Clark Ave. Dublin, CA 94568

Virtual option: Meeting ID: 231 734 574 325

Members in attendance: Brita Geiger, Joyce Engler, Yvonne Hernandez, Alexis Hummer, Elysha Omoomy, Mariya Weinberg, Barbarita Aranda, Aimee Rubio, Monica Hofstad, Nia Serbin, Lesley Arechar

Members in attendance via Zoom: Dana Lipps, Michelle Munoz, Dana Finocchiaro, Jeran Scruggs, Julie Ervin, Diane Wright, Jodi Martin, Samantha Corral

0832 Call to Order Board Meeting

- Approval of today's agenda (no changes made)
 - *Motion to approve made by Joyce Engler, seconded by Yvonne Hernandez.*
- Approval of 6/16/2023 Quarterly Meeting Minutes
 - Deferred to the December meeting.
- Executive Board Report
 - Board Workshop- Board gathered in Roseville for a day and half of workshops and teambuilding. They worked on goals and action items for the upcoming year and reviewed by-laws and SOG's for future changes so that we can make them all at once after the Cal Chief's re-org is worked out.
 - Cal Chiefs Conference- Happening in Southern California in October. Both North and South Presidents will be in attendance to provide a report out for our section.
 - Annual Report- Each section will have the opportunity to create an annual report that will be published in Cal Chief's Annual Report that is sent out to all Cal Chiefs members. We will present ours to the membership at the December meeting.
 - Cal Chiefs Re-Organization- Cal Chiefs will be presenting update bylaws in October that the sections will have to model their bylaws after
 - Most significant change will be timing of board elections and term start/end times; the current 2023/24 AFSS Boards will serve from July 2023 to December 2024 in order to align with the new calendar year terms instead of the current fiscal year terms.
 - By law changes will likely not officially be in place and approved until at least June 2024
 - Structure for North and South will remain the same for the foreseeable future. However, Cal Chiefs has requested one point of contact for each section. It was decided at the most recent AFSS Joint E-Board meeting that the Board will appoint a Cal Chief's liaison. The liaison will alternate between North and South presidents. Whoever is hosting the conference, that division's president will serve as the liaison. For 2024, the liaison will be the northern president.
 - Strategic Plan Update- the final draft was present to the group.



AFSS North

Quarterly Meeting Minutes

September 13, 2023

- Open Board Positions
 - Recording Secretary position is open. This position is responsible for taking minutes at all AFSS North meetings and some joint E-board meetings.
 - The nomination form will be sent out after today's meeting and will be open for 30 days before voting.
- Committee updates
 - AFSS Conference Committee (Sallie Ross) – 2024 Conference April 10-12, 2024 in Reno, NV at the Grand Sierra Resort
 - Welcome reception evening of 4/10, classes 4/11-12, banquet evening of 4/12
 - Early Bird Registration tentatively opening Oct 1, 2023
 - Trainings are being confirmed
 - Training Committee needs a host for the June 2024 Quarterly Training
 - Additional reports provided with the minutes
- Committee Opportunities
 - Training committee is in search of additional members
 - Historical committee is vacant
- 2023-2024 Meeting Calendar- will be added to the website in the next week or so.
 - Not completed yet, Jeran will be the lead to get this completed.
- Membership Drive 2023
 - Start date July 1st
- New Members- new members in attendance were recognized.
- Good of the Order- nothing to report

Next Quarterly Meeting: December 7, 2023 – hosted by Sanger Fire Department

0931 Meeting Adjourned



CALIFORNIA FIRE CHIEFS ASSOCIATION

1851 Heritage Lane, Ste. 138 • Sacramento, CA 95815

Off: 916-923-9455 www.CalChiefs.org

Administrative Fire Services Section Annual Report

Dear CalChiefs Board,

Below is the FY2022-2023 annual report for the Administrative Fire Services Section (AFSS).

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.

CORE VALUES:

Service: Demonstrated by member efforts for continued growth as administrative professionals providing exceptional service for the communities served.

Collaboration: Demonstrated by actively listening and empowering each member to build on the power of a common vision.

Success: Demonstrated by the commitment to develop and improve one's professional journey.

Diversity: Demonstrated by embracing diverse perspectives, equality, and inclusion to ensure a sense of belonging and support among peers within all levels of the agency.

Thrive: Demonstrated by creating value and providing resources for members to succeed within their administrative roles.

Innovation: Demonstrated by establishing opportunities for idea sharing, problem solving, and pioneering new concepts.

END OF YEAR REPORT/ACCOMPLISHMENTS

AFSS is committed to serving the needs and interests of members by providing a resource network allowing them to increase organizational proficiency, enhance professional status, promote educational opportunities, and encourage leadership development.

This past year, the Northern and Southern Divisions continued their collaborative efforts to provide high quality and relative training for AFSS members. The Executive Boards of both divisions believe in fostering active involvement among members and encouraging new memberships through outreach to non-participating agencies.

The annual AFSS Educational Forum was held at the Bahia Resort in San Diego May 2 – 5, 2023, and proved to be a great success. With a record-setting attendance of 126 members and chiefs, the event

"To strengthen and advocate for the California Fire Service through leadership, unity and collaboration."

provided memorable networking opportunities and valuable training topics including a Cal OES MARS update, project management, personal and professional development, and succession planning.

The 2022/2023 goals established by the joint AFSS Executive Board of Directors, were successfully accomplished as follows:

- *Provide succession planning to fill present and anticipated vacancies.*
 - Section templates, timelines, and other valuable resources were implemented into the Executive Board succession planning process and structure.
- *Promote education opportunities for all fire service administrative professionals in a rapidly evolving, technologically advancing fire service by providing workshops, seminars, and the annual Educational Forum.*
 - Eight general section meetings were held between the two divisions in 2022/2023 with the following training opportunities:
 - CPR Certification and Emergency Preparedness for Administrative Staff
 - Emergency Response Support for Administrative Staff
 - Stop the Bleed/Active Shooter Awareness
 - Incident Data Analysis and Visualization
 - Cal OES Mutual Aid Reimbursement
 - Leadership and Teambuilding
 - Public Safety Social Media
 - Cal Fire State Grants
 - Annual Reports
 - Cybersecurity
- *Continue to seek new ways to increase membership and cultivate current members.*
 - AFSS staffed a membership booth at 2022 CalChiefs Conference
 - AFSS expanded virtual training opportunities outside membership meetings
- *Continue to conduct quarterly meetings/trainings virtually and in-person and encourage chief officers and their staff to attend AFSS trainings.*
 - Chief officers attended and supported each quarterly membership meeting and the 2023 Educational Forum.
- *Continue to develop leadership skills within the Executive Board by providing training and an annual Leadership Workshop.*
 - Both Northern and Southern divisions held Executive Board workshops in FY2022-23, focusing on leadership skills, relationship building, succession planning, and section objectives.
- *Continue to maintain and improve both sections of AFSS websites, as well as social media platforms, promoting better communication and information sharing among our members and beyond.*
 - The AFSS achieved an overall increase in social media posts, followers, and outreach.
 - The AFSS successfully increased volume and quality of section E-blasts and fan-outs.
 - Both divisions updated content and information on respective website platforms.
- *Maintain historical documents and photos through sustainable methods such as cloud storage.*
 - Historical documents and photos from both divisions were uploaded to OneDrive storage, preserving valuable resource information for future generations.

- *Complete and implement our 3-year Strategic Plan*
 - Executive Board and Committee members successfully drafted, approved, and implemented the Administrative Fire Services Section 5-Year Strategic Plan, which was expanded from the original 3-year goal option.

2023/2024 GOALS AND OBJECTIVES

To achieve the mission of the AFSS, realistic goals and objectives were established through the AFSS Strategic Plan. The Northern and Southern Executive Boards and Committee members will work to move forward the below goals and objectives in 2023/2024, as part of the overall 5-year strategic plan.

1. Membership

Goal 1A: Leadership Support

Objective: AFSS shall work to obtain the support of chief officers.

Goal 1B: Recruitment and Retention

Objective: AFSS shall develop a plan to enhance recruitment and sustain retention.

Goal 1C: Meeting Structure

Objective: AFSS shall develop innovative opportunities to encourage meeting attendance.

2. Development

Goal 2A: Training and Education

Objective: Develop quality training and design a professional accreditation for fire service administrators.

Goal 2B: Succession Planning

Objective: Develop and implement succession plan for future elected board positions.

3. Relationship Building

Goal 3A: Communication

Objective: Create and maintain communication channels with AFSS members.

Goal 3B: Build partnership with CalChiefs Organizational Sections

Objective: Build and foster relationships with different sections within CalChiefs organization.

4. Marketing & Outreach

Goal 4A: Branding

Objective: Improve the AFSS brand strategy by creating a strong positive perception.

Goal 4B: Outreach

Objective: Improve AFSS member outreach utilizing different platforms.

ADDITIONAL AFSS INFORMATION

2022/2023 MEMBERSHIP (Northern and Southern Divisions)

- 142 member agencies
- 235 members (including 24 Lifetime members)

2022/2023 EXECUTIVE BOARD	NORTHERN DIVISION	SOUTHERN DIVISION
PRESIDENT	Brita Geiger	Michelle Pearson
1ST VICE PRESIDENT	Julie Ervin	Tina Lopez
2ND VICE PRESIDENT	Joyce Engler	Gina Molina
TREASURER	Jeran Scruggs	Terri Aylward
RECORDING SECRETARY	Robin Holcomb	Deborah Baird
CORRESPONDING SECRETARY	Mandi Ladd	Sarah Montagne
MEMBER AT LARGE	Christina Burroughs	Ruth Slusher
CALCHIEFS LIAISON	Greg Tarascou	Don Butz
AFSS COMMITTEES		
Bylaws/Guidelines	Membership	
Communications/Website	Ways & Means	
Conference	Legislative Task Force	
Education and Training	Sunshine	
Historical	Ad Hoc – Strategic Plan	

2022 MEMBER OF THE YEAR

- Northern Division: Sofia Ortiz, Yocha Dehe Fire Department
- Southern Division: Bruni Reyes, Redlands Fire Department

AFSS SCHOLARSHIP OPPORTUNITIES	
NORTH	SOUTH
North: Carol Abraham Memorial Scholarship Fund <ul style="list-style-type: none"> ○ First-Time Attendee Scholarship ○ General Membership Scholarship ○ Non-Budgeted Scholarship 	South: Annual Conference Scholarships <ul style="list-style-type: none"> ○ Phil Armentrout Scholarship ○ First-Time Attendee Scholarship ○ Life Member Legacy Scholarship ○ Quarterly Meeting Attendance Scholarship

I'm happy to answer any question you have regarding this report.

Respectfully,

Gina Molina

President

Administrative Fire Services Section

Southern Division

Gina.molina@cityofrc.us

