



**MINUTES**  
**Executive Board**  
**Meeting of May 15th, 2008**  
**Fairfield Fire Department**

Fire Prevention Officer's Section  
Northern Division

**A. ROLL CALL**

- A-1 Morgana Yahnke, President  
Scott Alber, 1<sup>st</sup> VP  
Lorin Neyer, 2<sup>nd</sup> VP  
George Apple, Treasurer  
Rocque Yballa, Secretary
- A-2 Various Co-chairs came in intermittently  
Ed Tubbs, Christine Reed, Mike Mentink, Ethan Foote

**B. APPROVAL OF MINUTES**

- B-1 Minutes were approved for the Executive Board Meeting April 10, 2008.

**C. CONSENT CALENDAR ITEMS**

- C-1 None

**D. OPEN TIME FOR MEMBER EXPRESSION**

(Please observe a three minute time limit). This is an opportunity for any member of the organization to briefly address the Executive Board on any matter that does not appear on this agenda. Items that appear to warrant a more lengthy presentation or board consideration will be placed on the agenda for discussion at a future meeting.

- D-1 None were made.

**E. WRITTEN COMMUNICATIONS**

Correspondence that has been received or mailed by Board members should be mentioned at this time. Copies should be submitted to the Secretary.

E-1 None were received.

## **F. UNFINISHED BUSINESS**

- F-1 Goals & Budgets were reviewed and considered...
- ! Standardized ICC Minnesota trip travel & per diem for Building, Fire, Equipment & Devices, and WUI.
  - ! Budgeted for President to attend the ICC Minnesota hearings.
  - ! Standardized requirement for each committee to identify a class for instruction as well as potential instructors.
  - ! Discussed equipment needs for each committee, ie: cases, office supplies, laptops, and hard drives. At this point, it is necessary to develop a NorCal Property List with year of purchase to ensure we are getting the most out of our equipment. List to be maintained by Secretary.
  - ! Each co-chair to include banquet 50.00 and 2 nights hotel only, 2 days per-diem for the annual workshop.
  - ! Standardize ICC Minnesota, Sacramento, and South trip's travel & per diem for all committees as applicable.
- F-2 Management Company – given our increase in expenditures, reconsider the management costs. The board considered other options.

## **G. NEW BUSINESS**

- G-1 Inspectors Guides – Bill Greene delivered 500 more copies to Mallory Fire, he has 500 left. Mallory has asked for 500 more copies.
- G-2 Open positions –Marketing Director and Hazmat co-chair  
Potential names were considered and follow-up to occur.
- G-3 Management Company – ARC proposal  
Recommendation to move forward with ARC proposal for one full fiscal year. A meeting with President Yahnke and ARC to occur June 3<sup>rd</sup>, 2008 to review the specifics of their proposal.

## **H. BOARD MEMBER'S REPORT**

Board members may report on their Committee activities and meetings.

H-1        None reported due to time constraints and focus on budget.

**I.    PRESIDENT'S REPORT**

The President will report on the Organizations business activities and operations.

I-1        Discussed the importance of assisting Director of Operations into the new position and think out of the box for assisting and improving general meetings; ie: co-sponsored events.

**J.    FINANCIAL REPORTS**

J-1        Treasurer's Report – 2007/2008 Financial Reports from Patterson-Wheeler were sent to each Board Member.

**K.    INFORMATION**

Items of general nature that may interest the Board are presented at this time.

**L.    ADJOURNMENT**