



Fire Prevention Officer's Section  
Northern Division

**Meeting Minutes  
Executive Board  
Meeting of November 15, 2007  
Time: 0900 Hours**

**Fairfield Fire Department HQ  
Fairfield**

**A. ROLL CALL**

President Darren Drake, 1<sup>st</sup> VP Theresa Johnson, 2<sup>nd</sup> VP Morgana Chan, Secretary Scott Alber, Treasurer Lorin Neyer, Judge Advocate Angela Giuliani, Liaison Chief Doug Williams.

Meeting called to order at 9:20 am.

**B. APPROVAL OF MINUTES**

Executive Board Meeting Minutes of Oct. 18, 2007 approved.

**C. CONSENT CALENDAR ITEMS**

None

**D. OPEN TIME FOR MEMBER EXPRESSION**

No members present.

**E. WRITTEN COMMUNICATIONS**

No written communications.

**F. UNFINISHED BUSINESS**

F-1 President's Reception at annual workshop-Tonya Hoover conferred with the Workshop Committee. She requested that the board delay for a year our decision to cancel the President's Reception. Tonya discussed the history of the reception, which started as the Presidents' opportunity to reach out and meet the membership. A discussion ensued. We decided to advertise the event more effectively by

including a ticket with the attendee's packet, and to remind them during classes that day. Darren to contact Tonya to find out what we had budgeted for our E-Board contribution.

There was also a discussion regarding E-Board attendance at vendor reception. President Drake reminded us that the E-Board needs to make an appearance at the reception.

F-2 Inspectors Guides-The committee couldn't get together last month. President Drake wants them available by 1/1/08. President Drake is to arrange a conference call with the ICC to make final arrangements. Secretary Alber to call Mallory to get them to stop taking orders and to return any money received.

F-3 Strategic Plan-The financials information needed for the Strategic Planning session was given to Bill Tyler. Chief Craig has not received the reports. President Drake is to follow up with Chief Craig. Our homework assignments are coming. In addition to the assignment, the E-Board is to look at the summary of the survey, and review the last Strategic Plan prior to the meeting. There was a discussion of the meeting agenda.

There was also a discussion regarding membership recruitment, and retention. 2<sup>nd</sup> VP Chan suggested that we need to reach-out to new members, make them feel at home when they come to our General Membership Meetings. Treasurer Neyer suggested we recognize new members at the meetings.

## **G. NEW BUSINESS**

G-1 P&W Contract-We are on a month-to-month contract until the end of the fiscal year. 2<sup>nd</sup> VP Chan suggested that we switch the incoming board member to Secretary, rather than Treasurer, since Treasurer has oversight responsibility.

The committee and board composition will be addressed in the Strategic Plan workshop discussion. Chief Williams to get Cal-Chiefs input.

G-2 ICC Code Hearings-Palm Springs-Fire Equipment & Devices Committee Co-Chair Ed Tubbs is not going to the hearings.

Treasurer Neyer is on the ICC Fire Safety Committee. The hearings are scheduled to be three weeks long. Judge Advocate Giuliani is going, as is 2<sup>nd</sup> VP Chan and 1<sup>st</sup> VP Johnson (all three for a portion), Treasurer Neyer will be there for ICC. President Drake and Secretary Alber are not going.

Treasurer Neyer, Judge Advocate Giuliani, and 2<sup>nd</sup> VP Chan are to coordinate E-Board attendance and coverage at the hearings. They will also handle committee attendance dates.

- G-3 E-Board Nominations Committee-Judge Advocate Giuliani, Past-Presidents Arvin and Mathisen constitute the committee. President Drake is to announce that interested folks are to contact committee members.
- G-4 Charlie Grey Award-There was a discussion of possible nominees.
- G-5 Committee Annual Reports-E-Board to contact their respective co-chairs to submit reports by the 1<sup>st</sup> week of December.

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

No reports.

## **I. PRESIDENT'S REPORT**

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

- I-1 CALBO/Cal-Chiefs-President Drake is to attend their next meeting and approach them on the question of support and partnering on ICC E-Board candidates.
- I-2 Building Standard Committee Co-Chair Vacancy-President Drake will announce that we are seeking a candidate.

## **J. FINANCIAL REPORTS**

- J-1 Treasurer's Report-Bonnie Patterson indicated that she has been talking to Bill Tyler weekly on training classes/issues. Class sign-ups are good except for Modesto (December 12 & 13). We break-even at 25 attendees. We need to cancel a

class if not at the break-even point. We will re-evaluate the Modesto numbers December 1. We need to find out the room capacity of the various venues. President Drake will ask Chief Arvin to put out informational bulletin regarding classes on the list-serve.

Class confirmations are e-mailed weekly. There have been many complaints-Bonnie has tutored her staff, but they have had ongoing staffing problems.

There was a discussion of the income/expense reports and financial reports. President Drake is to modify our membership renewal letter and get it to Bonnie. He is also to explain 18-month renewal at General Membership Meeting.

Treasurer Neyer to work with Bonnie regarding the split items with the South. The E-Board will give Bonnie direction on invoicing the South.

**K. INFORMATION**

None.

**L. ADJOURNMENT**

1230 hours