

MINUTES

AFSAP Quarterly Meeting

October 10, 2008



The first quarterly meeting was held at Peoria Fire Administration and was called to order by Chairperson Kimberly Drabik at 9:00 a.m.

In attendance

Ron Dennis-AFCA Executive Director
Chairperson Kim Drabik-Peoria Fire Department
Past Chair-Patricia Aguilar-Northwest Fire District
Secretary Terri Ramirez-Surprise Fire Department
Treasurer Christine Chrzan-Peoria Fire Department
Planning Committee Chair-Hope Bratton-Peoria Fire Department
Membership Committee Chair-Margaret Perez-Surprise Fire Department
Cheryl Tally-Surprise Fire Department
Marilyn Alexander-El Mirage Fire Department
Lisa Neagle-Goodyear Fire Department
Jessica Hovland-Goodyear Fire Department
Renee Brookshire-Goodyear Fire Department
Amy Lindsay-Goodyear Fire Department
Mandi Garfield-Peoria Fire Department
Tina Dillahunty-Summit Fire
Heidi Rodriguez-Jones-Peoria Fire Department

Welcome/Introductions

Chairperson Kim Drabik started the meeting by introducing herself.

Announcements:

- Kim announced that Mandi Garfield will be working for Sedona Fire department soon and will continue to participate with AFSAP.
- All committees have been filled with a Chairperson.
- Kim introduced Executive Director Ron Dennis and asked him to assist her in acknowledging and presenting an appreciation plaque for Past Chairperson Patricia Aguilar.

Executive Director Ron Dennis:

Mr. Dennis explained his job as liaison for several AFCA Sections which include Training; Safety; EMS; AFSAP; and others.

Mr. Dennis explained the 08/09 membership drive and how members are able to pay as groups or individuals. Fees were explained: 6-members \$250; add more for \$50 each; \$400 for 11 members; \$750 will pay for an unlimited amount of members.

Mr. Dennis stated that AFSAP will have the opportunity to participate in next year's AFCA Annual conference. More expo space was requested for next year and he believes there should not be a problem with AFSAP's attendance.

Discussion regarding the conference's sessions and how we may participate. Mr. Dennis stated he would like for us to tell him what our speaker budget needs will be for next year's conference.

Kim explained the opportunity for AFSAP to have an April conference for one day during Administrative Professional's week and also attending the AFCA meeting.

Kim stated that the state of Georgia is looking at our website to get ideas about our AFSAP Section. Everyone was surprised with our AFSAP attendance and participation which is off to a good start.

Schedule

Chairperson Kim Drabik explained our schedule regarding setting physical quarterly meetings and our monthly conference calls.

Kim explained that the next quarterly meeting which Surprise will be hosting will not work due to Fire Districts attending an all day conference on the same day.

Different times/dates were considered and Friday, January 9, 2009 at 9:30 a.m. worked out better for the next quarterly meeting. The biggest need we may have is motivating everyone to attend. Ideas were carpooling/location of meeting/ time to begin the meeting/audio conferencing our meetings/etc. Traveling to different cities will benefit all members.

Conference:

Discussion was held regarding our annual conference. Several dates were discussed.

This will include attending all meetings that Sections schedule.

Committees:

Professional Development committee- Ms. Drabik gave an overview of the committee since she was the Chair last year. Ruth Gloria from Yuma Fire has accepted the position and Ms. Drabik will be assisting her. Certification programs from GCC will be one of this committee's main goals to develop. Doug Desante from GCC will be assisting this committee to accomplish our goal.

Resource Committee Chair Amy Lindsay with Goodyear Fire discussed the following plans with the Resource committee: Creating one centralized spot on our website so members can utilize resources such as: historical archives; job descriptions; benchmarking and setting ratios on administrative support for fire department/districts. Suggestion was also made on creating a PowerPoint on how members can log into the website. Ms. Aguilar has offered to assist Ms. Lindsay.

Planning Committee Chair Hope Bratton with Peoria Fire stated that she would like to have other members sign up with her committee to assist her with planning meetings/presentations/conferences/etc.

Membership Committee Chair Margaret Perez with Surprise Fire stated that she has sent out emails to all members so she can create a member's and non-member's distribution list. Is hoping to have brochure updated so that she begin recruiting new members.

Communications Committee Amy Casanova with Northern Arizona Consolidated is the new Chair for Communications but was unable to attend today's meeting. Terri Ramirez former Chair explained the importance of communicating with Ms. Casanova so that she is able to accomplish her duties. One goal she would like to accomplish is a quarterly newsletter but would need all committees to cooperate with giving her information. The website was also discussed and with the assistance of other members we may be able to do some great things with the site.

Future Balloting Process:

Kim Drabik discussed last year's voting process and explained that it was a learning experience and would like to be able to create an online voting process. Ideas were discussed such as Survey Monkey and voting anonymously.

New Business:

Goodyear Fire Administrative Professionals shared a new Pure Fitness Pilot program that their Health & Safety Captain established for them. They are

conditioning/exercising with a physical trainer and having fun! Other departments were interested in the program.

El Mirage Fire recently hired Howard Munding for Assistant Fire Chief.

Peoria Fire is in the process of filling their Fire Chief position. A total of 3-candidates have been selected to move forward.

NW Fire District is in the process of recruiting an HR Generalist Specialist.

Surprise Fire recently promoted a Captain to a Training Division Chief.

Adjournment/Next Meeting

Meeting adjourned at 11:30 a.m.

Next Conference Call:

November 14, 2008

9:00 a.m.

Next Quarterly Meeting:

Surprise Fire Administration-Auditorium

14250 W. Statler Plaza Ste. 101

Surprise, AZ 85374

January 9, 2008

9:30 a.m.