

MINUTES

AFSAP Meeting

July 31, 2008



The meeting held at the Renaissance Hotel in Glendale and was called to order by Chairperson Kimberly Drabik at 5:09 p.m.

In attendance

Chairperson Kim Drabik-Peoria Fire Department
Vice Chairperson Katie Sayre-Green Valley Fire District
Secretary Terri Ramirez-Surprise Fire Department
Planning Committee Chair-Hope Bratton-Peoria Fire Department
Candace Tatum-Daisy Mountain Fire District
Deborah Gray-Sun City Fire District
Coaleen Bowen-Sun City West Fire District
Merry Shanks-Verde Valley Fire District
Lisa Besst-Daisy Mountain Fire District
Julie Brooks-Yuma Fire Department
Ruth Gloria-Yuma Fire Department
Maria Gordon-Fry Fire

Introductions

Chairperson Kim Drabik started the meeting by introducing herself. All attendees introduced themselves.

History

Chairperson Kim Drabik talked about the history of AFSAP. The group was started by a group of NW Valley administrative professionals who met on a quarterly basis. In April 2006, Surprise Fire had the opportunity to send Administrative Specialist Margaret Perez to California Chief's annual conference and she brought back lots of ideas to share with the group of administrative professionals. Goodyear members took the information to the Chief Gaillard who then took the idea to the Arizona Fire Chiefs Association and AFSAP became a Section.

Kim acknowledged what a great job Vice Chair Katie Sayre and her committee did in establishing AFSAP's structure and governance.

On April 23rd & 24th, Peoria Fire department hosted AFSAP's 2008 Conference. More than 50 participants attended the conference which received great reviews from members.

AFCA President-Chief Ron Dennis

Chief Dennis discussed the upcoming new changes effective August 21, 2008, due to his upcoming retirement. Several organizational changes will be made. One of the changes that will be made is Chief Dennis will become the AFCA Executive Director after his retirement.

Chief Dennis explained that he will be the active liaison with all of AFCA's Sections. He will be working with all sections which include AFSAP; EMS; Safety; and others. This will include attending all meetings that Sections schedule. Chief Larry Rooney will be taking over his AFCA position.

Chief Dennis congratulated AFSAP for working so hard and doing such a great job with our April conference. He was happy to see such a great turn-out.

Chief Dennis explained that he will also be in charge of managing the AFCA's website.

New Business:

A recognition plaque was purchased for Patricia Aguilar for doing such a great job as AFSAP's Chairperson. Unfortunately, due to an unforeseen incident Ms. Aguilar was unable to attend tonight's meeting.

Meetings: Ms. Drabik explained how monthly meetings were held in the past via-conference calls. Our goal is for future meetings to also be monthly conference calls and for AFSAP members to also have an opportunity to meet on a quarterly basis.

Nominations: Ms. Drabik discussed AFSAP's nominations and stated that two committees are vacant at this time. A sign-up list will be located in the back so any member who would like to sign up for Chair may do so.

If any member would like to sign up with a committee, please send Terri Ramirez an email and state your interest.

Ms. Drabik was last year's Professional Development's chair and explained how she had laid a foundation for the committee and she would be more than happy to assist the next Chairperson for the committee.

Nominees:

- Chair Kim Drabik
- Vice-Chair Katie Sayre

- Secretary Terri Ramirez
- Planning Committee Chair Hope Bratton
- Membership Committee Chair Margaret Perez
- Professional Development-Vacant
- Resources Committee Chair-Vacant
- Communications Committee Chair-Amy Casanova

Discussion held on:

- Confusion between the committee roles
- Committee roles and responsibilities
- The need to have more members involved in committees
- Motivating members and not just holding one person responsible with committee duties

Fire Chief Larry Rooney:

Chief Rooney stated that he is very supportive of AFSAP and will stress to all other Fire Chiefs who are AFCA members the importance of supporting AFSAP.

Ms. Drabik expressed her thanks to all for taking the time to vote and make this election successful. Katie Sayre will add Patricia Aguilar on necessary documents as past Chair.

Katie Sayre is currently working on an Administrative Desk Manual and conducting a comp study to show ratios of administrative staff per field staff. There currently are no standards in place. Administrative staff is a critical component of the daily operations and the idea behind the manual and study will show Administrative staff wants to make a difference and the significance of each of position.

Future meetings:

As a whole, each participant felt it would be beneficial for AFSAP to hold a conference with the annual AFCA conference. This is open for idea's and input for the 2009 conference. Please send your thoughts/suggestions to Kim Drabik and Katie Sayre. Our April conference was again a huge success and we were able to self support the conference with the donation from Southwest Ambulance providing our lunch. With the planning committee staff, they will focus on creative fundraising ideas for future conference. Keeping up with our meetings and conferences will help ensure the success of AFSAP and motivation of members.

Next Meeting

Meeting adjourned at 6:20PM.