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## WFAS BOARD MEETING

Enzian Inn Hotel - Leavenworth, WA

Monday, September 28, 2009 - Tuesday, September 29, 2009

### General Business:

Chair Linda Larsen (Snohomish 26) called the meeting to order at 10:05 a.m.

#### **Present:**

Linda Larsen, Chair (Snohomish 26)

Lori Lord-Albrecht, Vice-Chair (Bothell)- Tuesday only

Wendy Enyart, Secretary/Treasurer (Snohomish 26)

Linda Knowles, Western Representative (Cowlitz 5)

Shannon Hill, Eastern Representative (Kittitas Valley)

Carol Kibler, Eastern Representative (Chelan 7)

Audrey Martin, Communications Coordinator (Kirkland Fire)

Kathy Amaral, Conference Coordinator (Chelan 1)

Lisa Phillips, Communications Coordinator (Bothell)

Susan Wolf, Membership Coordinator (Vashon Island)

#### **Absent:**

Arlene Larson, Education Committee Coordinator (Woodinville)

Christy Boiselle, Protocols Committee Coordinator (Yakima 12)

Venus Mollette, Western Representative (King 20)

A quorum was established

### Review and Adopt Meeting Minutes from June 25, 2009:

\*\*Linda Knowles made a motion and Wendy Enyart seconded to approve the minutes as presented. Motion passed.

### Financial Report:

Discussed the latest financial reports and the section is \$1,255.36 to the good. The bill from the retreat for today and tomorrow will be faxed to the state and will go toward this amount.

Discussed the need to work on the budget for 2010 and is due by October 15, 2009. Kathy Amaral has agreed to assist with this project and discussed raising the line item for the amount taken in for section dues since the amount of dues was raised this year. Also new website will be up and running as of October 15<sup>th</sup> and the cost is \$50.00 per month.

### 2010 Conference:

The theme for this year's conference is "The Sound of Music". Discussed the proposed class schedule as follows:



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Monday, 5/3 - Public Records (10am-12pm), Sharon Colburn talk on Teamwork/Team building, Respect in the workplace, and Positive Attitudes (1:30pm-4pm)

Tuesday, 5/4 - Sylvie McGee talk on Grant writing (9am-3pm), Grant round table discussion (3pm-4pm). Grant information will be broken down into the intro/warm-up, planning, design, funding, evaluations, budget, writing process and organization outline, basic proposal format, and handouts with 5 grant planning worksheets. Lisa will pass on information to see if handouts can be sent early for section to make the amount of copies needed for number of attendees.

Wednesday, 5/5 - Kimberly Geariety talk on Human Resource Issues (9am-12pm), Tina Watkins from the State Auditor and Chief Veillias talk on Fraud (1pm-4pm).

Total projected costs for education are approximately \$3,000. If anyone has any ideas of what specifically Kim Geariety can discuss, please email Arlene Larson.

Discussed registration fees and decided upon \$325 per person for early registration and \$375 per person for late registrations. One day conference cost will be \$125 per person and will include lunch. A separate flyer will be created for the one day grant writing class as well as flyers needed for the website when it goes live. An article regarding the conference will need to be submitted to the Chiefs newsletter. Physical mailers will continue to go out also. Meals included in the conference will be Tuesday lunch, Tuesday night banquet, and Wednesday lunch. Hotel rooms will be released on April 5, 2010.

Discussed potential sale items to include a light-weight hoodie with embroidery, ¾ length collared shirt, polo shirt, or a light-weight pink shirt.

Discussed going in the afternoon to places around Leavenworth where we can hold our social on the Monday night of the conference. We will go to lunch and then check places out.

***Meeting adjourned to Tuesday, September 29<sup>th</sup> at 11:45 a.m.***

***Meeting reconvened on Tuesday, September 29<sup>th</sup> at 9:10 a.m. and meeting called back to order at 9:25 a.m. after tour of the Enzian Inn.***

**2010 Conference Continued:**

Kathy Amaral called company regarding sale items discussed earlier to find out about any discounts and will report back findings at November meeting.

Discussed what conference items are left over from previous years and they are as follows: 73 calculators, 19 backpacks, 30 25-year notebooks, 32



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blankets, 200 pens with notepads and misc. other items. Notebooks may be given out to first time attendees.

Packet items discussed are the purchase of pad folios along with 9-1-1 freebie plastic bags, pens and the remaining calculators from last year.

Decorations will be deferred to Christy Boiselle.

Additional information regarding the conference will be discussed at the November board meeting to include a location for the hospitality venue and transportation to and from that location. Bartender has been confirmed for the banquet at a rate of \$300 for full bar minimum.

#### **2011 Conference:**

Contract for The Davenport in Spokane has been signed.

#### **Fall Workshop:**

The workshop is scheduled for November 5, 2009 at King County Fire District 20. Scheduled education is as follows: Board of Volunteer Firefighters to give an overview of the Board as well as information on new participation standards and claims reporting (9am-11:30am), Department of Labor to discuss FMLA, new regulations and I-9's (12:30pm-2pm), Sylvia and Jim Lux regarding COBRA and HIPPA (2pm-3pm). Kathy Amaral and Linda Larsen will cater lunch instead of using a local vendor. The online registration is now available and some registrations have already been received. A flyer will go out the first of next week also.

#### **Committee Reports:**

##### Communications

Website - Linda Larsen and Kathy Amaral received some training on the new website and Audrey Martin/Lisa Phillips will be attending a training session next week to get some hands-on experience. There will be a classified advertising section, photo gallery, page for the Board of Directors bio information, page for "Requests for information" categorized, and a page regarding the history of the section which we may want to include our mission statement. Each section will manage their website pages. The cost of \$50 per month could be paid for by sponsors. The site may also include discussion boards and alerts when new information has been added. Carol Kibler would like to have access to the website to input the historical data. Discussed the need to change information on the website on a monthly basis to keep it fresh as well as questions regarding members that may have forgotten passwords and/or membership numbers. Lisa and Audrey will follow up on the questions asked and report back.

##### Membership



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Discussed the current distribution list with some people listed that are no longer members and it was decided to keep the list as is since renewals are coming up.

#### Vendors

Lori Lord-Albrecht has contacted Kathleen regarding the master vendor list of all the sections and it is not complete at this time, but has approximately 100 vendors. Lori is beginning to go through the list and make contact regarding donations for our section. Discussed possibly mimicking the format the Training and Safety Officers are using with different levels of commitment for vendors.

Also discussed having a table at the Commissioners conference with a letter about our section and our new website. Kathy Amaral will find out about a space.

#### **Board Calendar:**

November 5, 2009	Fall Workshop, King County #20 at 9 AM
November 6, 2009	Board Meeting, King County #20 at 9 AM
March 2010	Board Meeting, Chelan?
May 3-5, 2010	Conference at Enzian Inn
May 6, 2010	Board Meeting, Enzian Inn

Meeting adjourned at 10:55 a.m.

Presented by,

Wendy Enyart  
Secretary/Treasurer  
WFAS