



Administrative Fire Services Section

California Fire Chiefs Association Southern Division

AFSS Quarterly Meeting Minutes

June 12, 2007

Hosted by Monterey Park Fire and West Covina Fire Departments

A. Call to Order and Introductions:

- President Sylvia Diaz called the meeting to order at 9:20 a.m.
- Yvette Becker, Monterey Park Fire Department, led the flag salute.
- Colleen O'Keefe, West Covina Fire Department, provided the inspiration.
- Fire Chief Kathy Orchard welcomed the group to Monterey Park Fire and thanked her staff for hosting the meeting.
- The attendees gave self-introductions. Long time member Luz Martinez of Vernon Fire said she had not been able to attend for a long time and was glad to be back.

B. Approval of Minutes:

Members reviewed the Minutes of the March 13, 2007 meeting.

Motion: Carrie Joyce moved to approve the March 13, 2007 quarterly meeting minutes as presented. Celia Contreras seconded the motion. Vote: Unanimous.

C. Approval of Treasurer's Report:

Treasurer Lisa LeCates presented the Treasurer's Report and asked members to review.

Motion: Yvette Becker moved to approve the Treasurer's Report as distributed. Terrie Villalpando seconded the motion. Vote: Unanimous.

D. Section Chief's Report:

President Sylvia Diaz introduced AFSS Southern Division's new liaison chief, Paul Benson, Fire Chief, Chino Valley Fire District. Chief Benson said he was very pleased to be working with our group as the Cal Chiefs representative and encourages the staff in his District to attend and participate at the AFSS meetings.

E. Correspondence Report:

Corresponding Secretary Roberta Mirzayans thanked members for participating in card showers for Joyce Becker, Carol Tousignant and Linda De Clerq. She indicated she had heard from Lifetime Member Marti Hendrix who has been busy with family but sent her best wishes to all AFSS members.

F. Committee Reports:

Bylaws Committee

Barbara Altizer was not present and no report was given.

Communications Committee

Darilyn O'Dell was not present and no report was given. However, Amy Lidster had copies of the Fire Circle Newsletter available.

Conference Committee

Darilyn O'Dell was not present and no report was given. However, it was noted that the 2008 conference would be held at the Anaheim Sheraton, April 22-25, 2008.

Education Committee

Celia Contreras said she had contacted Yvette Becker and Colleen O'Keefe prior to this meeting regarding the speaker and educational topic but they had everything under control. Celia said she has identified speakers and topics if any of the upcoming host agencies need suggestions or help.

Historical Committee

Joyce Becker said she has not yet distributed conference pictures due to her recent illness but plans to send them out with today's pictures after this meeting.

Membership Committee

Terrie Villalpando reported that the committee is slightly behind schedule but has identified 155 agencies in Southern California who are not yet participating in AFSS. Terrie said these agencies would be the target of this year's membership drive. She distributed Membership Dues forms to members to encourage prompt payment – due date July 1.

Ways and Means Committee

Amy Lidster said she has Ways and Means items at this meeting and said sales were good at the Conference. Lisa LeCates thanked Amy for doing a great job with Ways and Means at the Conference, getting everything shipped from Southern California to Lake Tahoe and for handling sales.

G. Charitable Contributions:

Lisa LeCates announced the quarterly contribution of \$100.00 would be going to the Esperanza Firefighters Fund. She asked members to keep suggestions flowing and to submit them to her at any time. She said that she had forms with her if needed.

H. Educational Program:

Richard Elliott, Fire Chief, West Covina gave an interesting and thought provoking presentation on Race and Diversity. At the conclusion, Sylvia Diaz presented Chief Elliott with a certificate of appreciation and wished him well in his upcoming retirement and move.

I. Special Presentations:

Sylvia Diaz made a presentation to Kathy Ford-Brodersen and thanked her for her service as AFSS Southern Division Recording Secretary from April 2005 thru 2007.

Sylvia then made a presentation to Mary Scott, Past President of AFSS Southern Division and thanked her for her service and leadership as 2nd Vice President (2004-2005), 1st Vice President (2005-2006), and President (2006-2007) and for being an inspiration to our group professionally and personally.

J. Old Business:

Membership Drive and Renewals

The report on this item was given under Membership Committee Report.

2007/2008 Budget

Lisa LeCates presented the 2007/2008 budget. Due to increased activity she recommended and had included an increase to the Ways and Means budget from \$500 to \$700.

Motion: Terrie Villalpando moved to approve the budget as presented. Ruth Slusher seconded the motion. Vote: Unanimous.

K. New Business:

Quarterly Meeting Date for December 2007 – Sylvia Diaz

After consulting with Cathedral City Fire Department and previous discussion with the membership, Sylvia shared the meeting date will be Friday, December 14, 2007 in Palm Springs, which will provide members an opportunity to stay in the area over the weekend. There was discussion of the pros and cons of moving the meeting date from Tuesday to Friday. Sylvia indicated that the Executive Board had agreed to recommend this change when they met in Lake Tahoe on April 16, 2007.

Motion: Kathy Ford Brodersen moved to approve the meeting date of December 14, 2007. Ruth Slusher seconded the motion. Vote: 1 opposed, ayes carried.

Joint Executive Board Meeting Update – Sylvia Diaz

Sylvia reported on the Joint Executive Board meeting held at the AFSS Conference in Lake Tahoe in April 17, 2007.

i. Separate Tax ID Number:

Cal Chiefs has informed AFSS that we need to obtain our own Tax ID number with non-profit status, as AFSS will no longer be able use Cal Chiefs Tax ID number. Lisa LeCates has looked into tax filing under 501c3 that provides the ability to receive donations that are tax deductible. Lisa said that AFSS Northern Division has completed their paperwork and are having it reviewed by a CPA and she recommends following what they do. It will require us to get new bank accounts and checks. Lisa and Sylvia will keep the membership advised.

In addition to obtaining Tax ID numbers, the Joint Executive Boards discussed and agreed to have separate checking accounts for the annual conference. Any profit or loss would be the responsibility of each division.

ii. Maintenance of the Bylaws Master Document:

It was agreed that the Northern Division will maintain the Bylaws Master Document but they will work with Barbara Altizer, Southern Division Bylaws Coordinator.

iii. Voting Privileges:

It has been brought to the attention of the Southern Executive Board that since Barbara Altizer who is the Bylaws Coordinator is a retired member, she does not have voting rights. Both the Executive Board and Joint Executive Boards considered the request and agreed that voting privileges can be given to a retired member who is actively involved in their division. A change to the Bylaws will be needed to put this into effect.

iv. Training Symposium:

AFSS will be sending three to five people to the Training Officers Symposium in November.

Nomination Committee – Becky Timmers

2nd Vice President Becky Timmers advised that nominations for open Executive Board positions would normally be solicited at this meeting but with the change in the conference date from Fall to Spring, the board has decided to postpone beginning the nomination process until the September meeting. Becky said a committee will be formed and will make the formal announcement in September. Elections will take place in November so that the new board members can be announced at the December meeting. The openings are for Second Vice President and Corresponding Secretary.

Phil Armentrout Scholarship – Lisa LeCates

Treasurer Lisa LeCates reminded members that the Phil Armentrout Scholarship pays for registration and 50% of the hotel costs for an AFSS member to attend the Cal Chiefs Conference in Riverside, September 23-25, 2007. Lisa shared that this is fantastic opportunity and encouraged members to participate. A drawing was held and Mary Scott was selected to receive the Phil Armentrout Scholarship.

AFSS Conference Registration Drawing

Kathy Ford-Brodersen asked about the results of the drawing for the AFSS conference registration. Sylvia advised that the drawing was held at the last Executive Board meeting and the winner was Darilyn O'Dell.

L. Round Table Discussion

Kathy Ford-Brodersen, North County FPD – She enjoyed being on the Executive Board but is now glad to be sitting in the audience.

Joyce Becker, Ontario FD – She thanked members for the recent card shower and shared that Ontario Fire has a new plan checker position in their Fire Prevention Bureau.

Corinne Flores, City of Big Bear FD - They have recently hired a new Assistant Fire Chief/Fire Marshal from South Carolina. Since bark beetles have attacked the forest areas and the dead trees pose a fire risk, the City of Big Bear has started a “chipping” program. In addition to brush clearance, residents are encouraged to put dead trees out on the curb for pick up and chipping which helps clear and remove these fire hazards.

Carrie Joyce, Laguna Beach FD – The department has a new CAD system in place to track their vehicles.

Sandy Magallanez, Chino Valley FPD – They are in the planning stages for a new fire station. They have hired an inspector and are recruiting for an Office Tech; one of their Division Chiefs plans to retire in December and the department is in the process of hiring four Firefighter/Paramedics.

Mary Scott, Chino Valley FPD – Very glad that Chief Benson accepted the position of Liaison Chief. They are recruiting for a new Admin Battalion Chief and for a captain's position.

Chief Benson, Chino Valley FPD – AFSS South seems to be a very organized and productive section. Glad to be the Liaison Chief and representative to Cal Chiefs.

Kathy Danskin, Orange County Fire Authority - The department is having a community outreach on June 2 and they will be participating in an Administrative Program on June 14.

Cathee Harris, Orange County Fire Authority - On June 1 their Fire Marshal will present information on new wild land interface building standards and on July 24 they will meet on the new fire codes.

Luz Martinez, Vernon FD – She has missed a lot of meetings but is very happy to be back.

Zelda Ross, Downey FD - Their Deputy Fire Marshal recently retired.

Celia Contreras, Santa Fe Springs FD - Their department has two new programs: one a Crisis Intervention Team, including clergy, to be called during a crisis. The second program is based on one developed by West Covina, the Mentorship Program, for firefighters to mentor at-risk children. It will start in the summer and solicit through their local schools.

Colleen O'Keefe, West Covina FD – Chief Elliott is retiring so they have been recruiting for a new Fire Chief. All three candidates are from out of state and the department is awaiting a decision from their City Manager.

Yvette Becker, Monterey Park FD – They are working on a CERT Program for community residents, employees, and people from the area who are willing to help out in an emergency. They expect to be recruiting for a Battalion Chief position in the near future. They have started a program with auxiliaries who are interested in paramedic school, 2 per year, to improve hiring and maintain recruits. In addition, they are implementing a hiring contract with the City for a specified number of years. Yvette can mail a copy if any members are interested.

Terrie Villalpando, Corona FD – They anticipate 4 Captains and a Battalion Chief will retire at the end of this year. They are interviewing for 8 or 9 Firefighters who are going through backgrounds and expect to do promotional testing for Captains in October and engineers in November.

Anika Sanchez, Cathedral City FD - They have just completed the process of hiring 3 Firefighter/Paramedics.

Lisa LeCates, El Segundo FD - They recently had their first female attain the Captain's position. She tested number one and was promoted. Lisa reported the department is making a huge effort to work on policies and procedures and have them in place by July. They had an all officers meeting last month and it was very productive for everyone to come together at one time. They will offer free

adult CPR training on June 23. Lisa advised interested members that the deadline for Fall classes at the National Fire Academy is June 30.

Becky Timmers, North County FPD – They have a new Battalion Chief (from the outside) who started yesterday and they are testing for a Fire Prevention Specialist. Diane Robbins is retiring early so they are recruiting for a payroll position. Becky requested members to send her any information on standard of coverage for the Facilities Plan they are putting together.

Christine Flores, Rancho Cucamonga FD – Christine attended Cal Chiefs Legislative Day in Sacramento on May 2. Christine said it was an interesting experience. The State Fire Marshal spoke and Ruben Grijalva of Cal Fire spoke at length and urgently about the need for defensible space. Rancho Cucamonga Fire is hiring for Battalion Chief, Training Officer, and will add two Fire Prevention Specialists, driven by fees. The department is co-hosting a group from Mexico who are here for training. They will be issuing \$1,000 citations for illegal July 4 fireworks.

Sylvia Diaz, Hermosa Beach FD – They are recruiting for a Fire Chief. Due to a force hire situation the department has signed a contract with Manhattan Beach Fire to fill open spots if they have to force hire. Sylvia went to Mexico in May with their Nurse Educator and Firefighters who were providing paramedic training to the firefighters in Mexico. The City of La Paz has called expressing interest in a similar program.

M. Adjournment

In adjourning the meeting Sylvia Diaz thanked Yvette Becker and Colleen O'Keefe for co-hosting the meeting.

The next meeting will be held on Tuesday, September 11, 2007 at Orange County Fire Authority.

Darilyn O'Dell

Darilyn O'Dell
Executive Board, Recording Secretary

AFSS Southern Division
Quarterly Meeting Attendees
June 12, 2007

Attendee

Sheila Waddell
Roberta Mirzayans*
Anika Sanchez
Sandy Magallanez
Gloria Connors
Mary Scott
Paul Benson
Corinne Flores
Terrie Villalpando
Kelly Harper
Zelda Ross
Jeanne Bodine
Lisa LeCates*
Irma Gullickson
Sylvia Diaz*
Carrie Joyce
Lillian Bow
Teresa Cheung
Christine Bravo
Yvette Becker
Kathy Ford-Brodersen
Becky Timmers*
Joyce Becker
Kathy Danskin
Cathee Harris
Christine Flores*
Amy Lidster
Celia Contreras
Ruth Slusher
Luz Martinez
Colleen O'Keefe

Agency

Brea Fire
Burbank Fire
Cathedral City Fire
Chino Valley Fire
Chino Valley Fire
Chino Valley Fire
Chino Valley Fire
City of Big Bear Lake Fire
Corona Fire
Corona Fire
Downey Fire
Downey Fire
El Segundo Fire
Fullerton Fire
Hermosa Beach Fire
Laguna Beach Fire
Monterey Park Fire
Monterey Park Fire
Monterey Park Fire
Monterey Park Fire
North County Fire
North County Fire
Ontario Fire
Orange County Fire Authority
Orange County Fire Authority
Rancho Cucamonga Fire
San Miguel Fire
Santa Fe Springs Fire
Santa Fe Springs Fire
Vernon Fire
West Covina Fire

*Denotes Executive Board Members