



ADMINISTRATIVE FIRE SERVICES SECTION

CALIFORNIA FIRE CHIEFS ASSOCIATION SOUTHERN DIVISION

AFSS QUARTERLY MEETING MINUTES

SEPTEMBER 9, 2003

HOSTED BY: HERMOSA BEACH FIRE DEPARTMENT

A. CALL TO ORDER/INTRODUCTIONS:

- President Rosa Hernandez called the meeting to order at 0915 hours and led the flag salute. She commented that today's meeting would be her last as President of the AFSS Southern Division.
- Liaison Chief Phil Armentrout provided the inspiration.
- Assistant Chief Jerry Gomez, Hermosa Beach Fire Department, welcomed everyone to the meeting.
- Self-Introductions were given. In attendance were three first-time attendees.

B. APPROVAL OF MINUTES:

The June 6, 2003 quarterly meeting minutes were reviewed. Mary Hollan, Ventura County Fire Department, requested that the following corrections be made to the minutes:

1. Page 2, Treasurer's Report – change November 2002 Workshop to *October* 2002;
2. Page 2, Educational Program - change the sentence regarding The National Search Dog Foundation donation to read, "The National Disaster Search Dog Foundation was also presented with a monetary donation in lieu of speaker fees."

MOTION: It was moved by Barbara Altizer, South Pasadena Fire Department, seconded by Mary Hollan, Ventura County Fire Department, and unanimously approved to accept the June 2003 quarterly meeting minutes with the above corrections.

C. LIAISON CHIEF REPORT:

Chief Armentrout stated that the 2003 Cal Chiefs Conference would be held the third week of September. He reported that Cal Chiefs was divided on the decision of adopting the NFPA Fire Codes or the IFC Codes. Chief Armentrout complemented the "fan out" process on how informative it is and that it is a great resource for everyone. He encouraged members to take part in this process and respond to fan-outs.

Mary Hollan, Ventura County Fire Department, read in the AFSS Northern Division's minutes that they had received a copy of the Cal Chiefs Annual Report and asked if the Southern Division received one. President Hernandez stated that John Malmquist suggested that if anyone is interested in receiving a report, to call 1-800-733-2314.

D. CORRESPONDENCE REPORT:

Brenda Best, Orange County Fire Authority, stated that the following correspondence was received: 1) A letter from Wilma Melville, founder of The National Search Dog Foundation, thanking the AFSS Southern Division for the \$100 for speaking at the June 2003 quarterly meeting, and 2) A letter received today from Carrie Joyce resigning her

position as Membership Committee Coordinator. Brenda reported that there was no outgoing correspondence at this time.

E. TREASURER'S REPORT:

Carol Tousignant, Morro Bay Fire Department, reported that the fund balance is over \$14,000, with each quarterly meeting averaging a profit of \$200-\$300. More funds will be spent for the October Workshop. Mary Hollan, Ventura County Fire Department, noted the following error: the date for check #1590 should be 12/12/02 not 12/12/03. Mary questioned if check #1616 for Cal Chiefs membership dues was based on active members as of June 2002. Carol stated yes and mentioned that dues are paid for the previous year. She informed the membership that the password for the website will be available soon. Carol asked the committee coordinators to submit any budget requests to her by October 1, as the new budget year begins December 1. She opened discussion regarding changing the budget year for the Southern Division from December 1, 2003 through June 30, 2004, with the following fiscal year budgets running from July 1 to June 30. If it were changed, the only revenue reflected would be from the quarterly meetings. Barbara Chapman, Santa Fe Springs Fire Department, asked if the Northern Division has a July through June fiscal year. Carol stated that she believes they do. There was a brief discussion from the membership.

MOTION: It was moved by Judy Blumberg, Palm Springs Fire Department, seconded by Carrie Joyce, Laguna Beach Fire Department, and unanimously approved to change the fiscal year budget to July 1 through June 30.

F. COMMITTEE REPORTS:

1. **BYLAWS COMMITTEE**

Reported by: Barbara Altizer, South Pasadena FD

Barbara reported that there has been quite a bit of activity and communication between the Southern and Northern Division Bylaws Committees. There are two issues that remain unresolved. Barbara hopes to have them agreed upon at the October joint meeting so the revised Bylaws may be distributed at the December quarterly meeting. Mary Hollan, Ventura County Fire Department, asked if there was a copy of what has been agreed upon. Barbara stated that there is not a copy available since the whole document has not been agreed upon.

2. **WORKSHOP COMMITTEE**

Reported by: Carol Tousignant, Morro Bay FD

Carol reported that 43 registrations have been received and many are registered for the Tuesday ICS Class.

3. **EDUCATION COMMITTEE**

Reported by: Carol Tousignant, Morro Bay FD

Carol reminded the membership that if anyone is interested in the Professional Recognition Program, they should contact Carol Abraham at Kentfield Fire, (415) 453-7464 or email her at cabraham@kentfieldfire.org. The Education Committee will attempt to offer a one-day class at each annual workshop so that educational requirements can be met. Carol mentioned that the Level I Professional Recognition Program certificates would be distributed to the members who completed the program at the October Workshop and reminded members to

submit their completed packets as soon as possible. As of August 2003, only one packet has been turned in to Ronny Coleman. Level II of the program is not yet available. Mary Hollan, Ventura County Fire Department, reminded the membership that the program is of great value to all and it helps validate members' positions with their employers. Mary encouraged all members to take the ICS Class at the October workshop.

4. HISTORICAL COMMITTEE

Reported by: Joyce Becker, Ontario FD

The committee will be meeting immediately after today's meeting. Cathy Thomas, Ontario Fire Department, has volunteered to serve on the committee.

5. MEMBERSHIP COMMITTEE

Reported by: Ronda Guillaume, Cathedral City FD

Ronda stated that although she is new to AFSS, she has agreed to be the new membership committee coordinator, which she finds to be a great opportunity to meet members. She thanked Carrie Joyce for a well-organized committee. Ronda distributed welcome gifts to new members and read new members' names. Ronda reported that eighty-one renewals and nine new members have been received. Ronda has recruited Anika Sanchez, a co-worker from Cathedral City Fire Department, to join AFSS. Ronda commented that AFSS is a great organization for anyone new to the fire service.

6. WAYS & MEANS COMMITTEE

Reported by: Judy Blumberg, Palm Springs FD

Judy has been working with Ronda Guillaume on selecting different items to sell. Judy has encountered some difficulties such as items that need to be purchased in very large quantities, and also the greater expense when several colors for the logo are used on an item. Judy also mentioned that she would be initiating a Sees Candy fundraiser that only requires \$450 in sales to make a profit of \$250 for the organization. Judy will be mailing out the fundraiser information to all members by October 1, with orders due back to her by November 3. Candy will be available for pick up at the December quarterly meeting. Mary Hollan, Ventura County Fire Department, asked if candy could be mailed to those members who are unable to attend the meeting. Judy stated that \$1.00 would be added to each box for mailing. Nancy Haglund, Arroyo Grande Fire Department, asked what the fundraiser money would be used for. Judy stated that initially it would be put into the general fund, and then used to purchase the Ways and Means items. Mary Hollan asked if Sees Candy gift certificates were available and if funds could be divided between the Ways and Means Committee and the general fund. Judy stated that gift certificates were available and if approved by the Executive Board, the profit from the Sees Candy sales could be divided.

Ronda Guillaume, Cathedral City Fire Department, displayed three different styles of the AFSS logo shirts in an assortment of colors. The Ways and Means committee will facilitate the order and purchasing of the shirts. Ronda distributed order forms and informed the members that the set up fee is \$150. Once fifteen shirts have been sold, AFSS will receive a profit of \$10 per shirt. Checks can be made out to AFSS, with an additional \$2 added per item for mailing. The

turnaround time for orders is approximately two weeks. Orders will be available for pick up at the October Workshop or the December quarterly meeting.

G. EDUCATIONAL PROGRAM:

Rosa Hernandez introduced the speaker, Mike Martinet, Office of Disaster Management, Area G Coordinator, who presented “EOC In A Box” and “How To Keep the Money You Get From Federal Disaster Management.” Mike mentioned that he offers a full day course and if anyone is interested, contact Sylvia Diaz for information.

Lunch break 1145 hours
The meeting reconvened at 1310 hours

H. OLD BUSINESS:

1. Charitable Contribution Guidelines, Darci Bodin, Orange County FA
Darci read the guidelines written by the committee. Darci reported that it was her understanding that the Executive Board decided that requests do not have to be “fire” related. Mary Hollan, Ventura County Fire Department, questioned the guideline of how many times a person could submit a request for the same organization. Following discussion, it was agreed that an organization would only receive funds one time per fiscal year. Nancy Haglund, Arroyo Grande Fire Department, asked the membership for input on the type of organizations they would like to contribute to. Mary Hollan commented that she would like the contributions to be given to “fire” related organizations only. Darci agreed. On an 18 to 10 vote by the members, it was approved that charitable contribution donations **do not** have to be to a “fire” related organization.

MOTION: It was moved by Deanne Berry, Big Bear City Fire Department, seconded by Darci Bodin, Orange County FA, and unanimously approved to accept the proposal submitted by the Charitable Contributions Committee to become effective immediately.

Charitable Contributions forms will be fanned out to the membership.

I. NEW BUSINESS:

1. Reorganization of the Executive Board, President Rosa Hernandez
President Rosa Hernandez explained the reorganization of the Executive Board. She stated that Nancy Haglund was elected as Second Vice President and Brenda Best was elected as Corresponding Secretary at the June quarterly meeting. Cathy Beach then resigned as First Vice President at the meeting, which meant that Mary Hollan would move up from Second Vice President to First Vice President. A week later Mary Hollan resigned as Second Vice President. Nancy Haglund was Second Vice President for one week and then moved up to the vacant First Vice President position. A special election was held for the vacant Second Vice President position. Ronda Guillaume, Cathedral City Fire, and Whitney Haas, Paso Robles Fire, were nominated. Whitney declined the nomination but Ronda accepted. The Executive Board immediately appointed Ronda as Second Vice President. Effective November 1 Nancy Haglund will move to the President position and Ronda Guillaume will move to the First Vice President position,

which will again, leave the Second Vice President position open. Rosa asked for nominations for the Second Vice President position from the floor. She encouraged members to consider holding a position on the Executive Board. Carrie Joyce commented that holding a position on the Executive Board is an exciting and rewarding experience. Mary Hollan nominated Mary Scott, Chino Valley Fire District. Mary Scott requested a copy of the duties, which Ronda presented to her. Mary Scott accepted the nomination as Second Vice President. Chris Duker, Orange County FA, requested a copy of the job descriptions for each Executive Board position. Nancy Haglund stated that the job descriptions for each position are in the Policies and that job descriptions and calendars were just completed for each Executive Board member. Darci Bodin, Orange County FA, asked if a notebook for new members is available. Ronda stated that the notebooks are currently not available. Barbara Altizer suggested that a letter be written to a nominee stating the responsibilities and meeting dates to ensure that they have their supervisor's approval and support.

MOTION: There being no other nominations from the floor, it was moved by Mary Hollan, Ventura County Fire Department, seconded by Carrie Joyce, Laguna Beach Fire Department, and unanimously approved to elect Mary Scott as Second Vice President.

Rosa presented Mary Hollan with a plaque of appreciation for her dedication to AFSS and the Executive Board.

2. Installation of New Officers
The new officers will be installed at the October Workshop during the banquet.
3. Workshop Scholarship Program Recipients – Ronda Guillaume
The Workshop Scholarship application deadline has once again been extended from September 1 to September 12, 2003. There are two scholarships available for the 2003 Workshop. One has already been awarded to Sherre Nissley, Moreno Valley Fire District. If only one scholarship is awarded, the second scholarship will be rolled over for the 2004 Workshop.
4. Member of the Year Nominations – Ronda Guillaume
The deadline for nominations is November 5. The Member of the Year will receive a silver chain with a silver fire helmet pendent and a \$200 donation to the charity of their choice.
5. December Quarterly Meeting Date Change – Rosa Hernandez
The date for the December quarterly meeting has been changed to Friday, December 5, 2003. Rosa received an email from Laurie Rice of San Bernardino County Fire Department informing AFSS that she has resigned from the fire service but will continue to work with the children's burn units at various hospitals, and has asked for continued support from AFSS in donating toys at the December quarterly meeting.

J. ROUND TABLE DISCUSSION:

1. Mary Hollan, Ventura County FD - asked when the membership directory would be available. Ronda Guillaume, Cathedral City FD, stated that Darilyn O'Dell has the information and it is ready for distribution. Mary asked if new membership brochures are available. Carrie Joyce has them ready for distribution. Mary commented that the AFSS message board is working. Mary asked if AFSS would be paying for the printing of the notebook and if it would be distributed at the October workshop. Ronda explained that new membership notebooks were in development.
2. Deanne Berry, Big Bear City FD - attended the Phoenix Fire Department Health & Safety Symposium. Deanne stated that the workshop was excellent and recommended it to all members. Her department is going through a fire merger with the Big Bear Lake Fire Department and County Fire, which will make it one agency in the Big Bear Valley. Deanne congratulated the Executive Board for their work during the past year.
3. Barbara Altizer, South Pasadena FD - commented that in the past membership directories were distributed at the October workshop.
4. Lisa LeCates, El Segundo FD - commented about being new to AFSS and is glad she attended the meeting.
5. Carrie Joyce, Laguna Beach FD - stated that she is the Captain of the Neighborhood Watch Program in her neighborhood and was asked if anyone has heard of stickers available to put on the front entrances of houses listing the number of people and/or pets in the house. Barbara Chapman, Santa Fe Springs FD, stated that she thought the stickers were no longer being used throughout the fire service.
6. Mary Scott, Chino Valley Fire District - stated that a part time office assistant position is currently open. The department has received approval to purchase eight Automatic Early Defibrillators and Train the Trainer courses. The department has received a new OES Water Tender. The Annual Firefighter's Chili Cook Off will be held September 20.
7. Barbara Chapman, Santa Fe Springs FD – stated that their city is a CUPA member. Barbara informed the membership that Captain Klunk resigned from his position and is currently studying to become a priest.
8. Barbara Altizer, South Pasadena FD - stated that AFSS is a great opportunity to not only network and increase professionalism, but it also allows members to make new, long-lasting friendships as she and Carol Borries have continued to do.
9. Kathy Danskin, Orange County FA - stated that she enjoyed serving on the Executive Board and thanked AFSS for helping her personally and professionally. Kathy stated that Martha Soldan, Cathee Harris and her are working on the Cal Chiefs Conference, which will be held September 22-25, 2003 in Irvine.

10. Judy Blumberg, Palm Springs FD - stated that she works at an airport station and they will be receiving 3 new engines. Judy stated that AFSS has grown since its inception in 1985, at which time she joined. She is very proud of AFSS and its accomplishments.
11. Christine Duker, Orange County FA - stated that she works in the property management area, and will move into a new facility by February 2004.
12. Darci Bodin, Orange County FA - announced that the Annual Race For The Cure will take place on September 28 and the event is in need of volunteer paramedics and EMTs. Orange County Fire Authority gave a written test for approximately 4,000 firefighter candidates. New academies will begin in early 2004.
13. Ronda Guillaume, Cathedral City FD – thanked Mary Scott for accepting the nomination of Second Vice President. Ronda commented that holding a position on the Executive Board is an honor and the responsibilities aren't difficult with the help and support of members and the rest of the executive board.
14. Nancy Haglund, Arroyo Grande FD – stated that they would be expanding their station to add a second floor and workshop behind the station.
15. Carol Tousignant, Morro Bay FD – stated that they just completed recruitment for firefighter.
16. Brenda Best, Orange County FA - stated that she is glad to hold the position of Corresponding Secretary and was nervous at the beginning, but received the support from her captain, and thanked Kathy Danskin for her support and recommendation to the Orange County FA Fire Chief.
17. Rosa Hernandez, OES/Imperial County – stated that there is the possibility of OES being eliminated and becoming a new Homeland Security Agency.

K. ADJOURNMENT:

No further business was to be brought before the attendees. The meeting adjourned at 1430 hours.

Sylvia Diaz

Sylvia Diaz, Executive Board
Recording Secretary

September 2003 Meeting Attendees

Altizer, Barbara	South Pasadena FD	Hernandez, Rosa	Imperial County OES
Armentrout, Phil	Murrieta FD	Hollan, Mary	Ventura County FD
Becker, Joyce	Ontario FD	Joyce, Carrie	Laguna Beach FD
Berry, Deanne	Big Bear City FD	LeCates, Lisa	El Segundo FD
Best, Brenda	Orange County FA	Magallanez, Sandy	Chino Valley Fire Dist.
Blumberg, Judy	Palm Springs FD	Martinet, Mike	Area G Disaster Management
Bodin, Darci	Orange County FA	Mirzayans, Roberta	Burbank FD
Chapman, Barbara	Santa Fe Springs FD	Proulx, Sandy	Santa Monica FD
Connors, Gloria	Chino Valley Fire Dist.	Scott, Mary	Chino Valley Fire Dist.
Danskin, Kathy	Orange County FA	Serven, JoAnn	Murrieta FD
DeAnda, Charlotte	Santa Fe Springs FD	Soldan, Martha	Orange County FA
Diaz, Sylvia	Hermosa Beach FD	Sullenger, Diane	La Habra FD
Duker, Christine	Orange County FA	Thomas, Cathy	Ontario FD
Gomez, Jerry	Hermosa Beach FD	Tan, Sue	Beverly Hills FD
Guillaume, Ronda	Cathedral City FD	Toney, Becky	San Bernardino County FD
Gullickson, Irma	Fullerton FD	Tousignant, Carol	Morro Bay FD
Haglund, Nancy	Arroyo Grande FD	Vasquez, Cleo	Manhattan Beach FD
Harris, Cathee	Orange County FA	Wride, Diane	El Segundo FD