



ADMINISTRATIVE FIRE SERVICES SECTION

CALIFORNIA FIRE CHIEFS ASSOCIATION SOUTHERN DIVISION

AFSS QUARTERLY MEETING MINUTES SEPTEMBER 12, 2002 HOSTED BY: MONTEREY PARK FIRE DEPARTMENT

A. CALL TO ORDER/INTRODUCTIONS:

- Vice President Rosa Hernandez, OES, called the meeting to order at 0915 hours, and Yvette Becker, Monterey Park FD, led the flag salute.
- Barbara Altizer, South Pasadena FD, then shared an inspirational message on ten items to keep and ten items to throw out (keep the positive; throw out the negative).
- Cathy Beach, Atascadero FD, introduced Timothy Murphy, Fire Chief of Monterey Park FD. He welcomed everyone to today's meeting, and thanked Yvette Becker for all her hard work in preparing for today's meeting.
- Phil Armentrout, Fire Chief, Murietta FD, was introduced as the newly appointed Liaison Chief for the Southern Division. He has recognized the importance of this group for many years, and was glad to accept this position when the opportunity arose. He will help in any way he can as liaison between AFSS and Cal Chiefs, and encouraged the members to contact him if they had questions.
- Self-introductions were given, and a warm welcome extended to all first-time attendees and guests.

B. APPROVAL OF MINUTES:

Nancy Haglund, Arroyo Grande FD, and Kathy Danskin, Orange County FA, requested that the following corrections be made to the minutes of June 14, 2002:

- Page 2, Item 3 under Committee Reports – Elaine Gray has retired and moved to Arizona.
- Page 5, Item 2 – eliminate the last sentence.
- Page 6, Item 12 – change Jenny Rogers' name to Jennifer Rogers, and the new Fire Chief of the City of San Luis Obispo is Wolfgang Knabe.
- Page 8, Meeting Attendees – Lynn Pearson, Grover Beach FD, was not in attendance.

MOTION: It was moved by Barbara Altizer, South Pasadena FD, seconded by Darci Bodin, Orange County FA, and unanimously approved to accept the minutes of June 14, 2002, with the above corrections.

C. TREASURER'S REPORT:

Karlana Rannals, Rancho Santa Fe FPD, distributed the Net Worth Report as of 9/12/02, Profit & Loss Statement through 9/12/02, the Transaction Report through 9/12/02, the

2002/2003 Membership Report, and Profit & Loss Statement from the June Quarterly Meeting. The cash balance is \$13,349, and the Profit & Loss Statement reflects a \$1,000 profit due to membership renewals. To date, 86 membership renewals have been received. The annual budget will be approved at the December Quarterly meeting, and all budget requests from Committee Chairs need to be submitted by October 15.

Karlana gave her farewells from serving as Treasurer for the last seven years, and is looking forward to mentoring her replacement, Carol Tousignant, Morro Bay FD.

D. COMMITTEE REPORTS:

Rosa Hernandez introduced the Committee Chairpersons:

1. BY-LAWS COMMITTEE:
No report.
2. COMMUNICATIONS COMMITTEE:
No report.
3. EDUCATION COMMITTEE:
Reported by: Kathy Danskin, Orange County FA
Kathy Danskin and Martha Soldana, Orange County FA, are creating a speaker database, which should be completed by the first of the year.
4. HISTORICAL COMMITTEE:
Reported by: Nancy Haglund, Arroyo Grande FD
The committee has met twice and has archived many files and photos. Nancy then asked the group for their input on taking photos at AFSS functions. Duplicate photos are always made; one is archived, the other is set out at the meetings for the members to take. There are many extra photos that are accumulating, and Nancy would like permission to discard them. It was agreed to display the photos for two meetings only, and then discard.
5. MEMBERSHIP COMMITTEE:
Reported by: Carrie Joyce, Laguna Beach FD
Membership renewal is still in progress. Since the last meeting, three new members have joined, and Carrie has "goodie" bags for them. In addition, all of the badges are in for new and current members who requested them.
6. WORKSHOP COMMITTEE:
Reported by: Kathy Danskin, Orange County FA
Registration is up to 63 and it looks like it will be well attended. Contact Kathy for registration forms. The Workshop will be held in Sacramento at the Holiday Inn Northeast, October 22 through 25. The registration is \$225 as of September 15. Kathy encouraged any one who would like to be the Workshop Coordinator for next year to contact her or one of the Executive Board members. Time and travel is involved, but the Workshop will be held at the Four Points Hotel in San Diego next year, which should make it easier. Also, much of the work is done via telephone and e-mail. Kathy said it was very fulfilling to be part of the Committee and involved in putting together an event that benefits everyone.
7. PROFESSIONAL RECOGNITION COMMITTEE:
Reported by: Carol Tousignant, Morro Bay FD
Ron Coleman will be at the October Workshop to present certificates to all of those members who completed Level 1 of the Professional Recognition Program,

as well as to answer any questions. We were just informed that Cal Chiefs is charging \$100 to each member for the certificate, and this charge came as a surprise. Chief Armentrout will find out where the fee came from, if other sections have to pay for certification programs, and if the fee can be waived for the Beta testers. The concern is that this fee will discourage members from completing the program, which may cause Cal Chiefs to cancel their final approval of the program. Carol Tousignant asked the members to evaluate if their agencies would support paying the \$100 fee for the Level I certification, and possibly a larger fee for the Level II certification. She will discuss these issues with Ron Coleman at the Workshop.

Rosa Hernandez noted that to date there were not very many Southern Division members registered for the October Workshop, and encouraged the members to participate in this wonderful time of education and networking. Workshop registration forms are available at today's meeting and on the AFSS website.

E. EDUCATIONAL PROGRAM:

Yvette Becker introduced today's speaker, Rodney Slaughter, and his subject "Grant Writing With Style." Rodney is the President of the Dragonfly Communications Network, has been in the fire service since 1974 and is currently employed as a Deputy California State Fire Marshal working in code enforcement, training and grant coordination.

Mr. Slaughter gave an excellent program informing the group how to identify the appropriate writing style for a wide range of funding agencies, as well as the tricks and techniques that will grab the grant reviewers' attention and imagination.

**LUNCH BREAK – 1145 HOURS
THE MEETING RECONVENED AT 1250 HOURS**

F. LIAISON CHIEF REPORT:

Chief Armentrout stated that he had met with Chief Terry Fibich, former Southern Division Liaison Chief, to get oriented with the goals of the Southern Division, and met with Chief Michael Groshong, Northern Division Liaison Chief, to get an overall view of the two divisions working together. He is here to support all of us in any way he can, and is available by e-mail.

President Dirksen encouraged the members to read Chief Armentrout's bio and thoughts on the AFSS organization outlined in the current newsletter.

There was discussion on presenting a plaque to Chief Fibich at the October Workshop for his many years of service to the Southern Division.

MOTION: It was moved by Kathy Danskin, Orange County FA; seconded by Mary Hollan, Ventura County FPD; and unanimously approved to present a plaque to Chief Terry Fibich at the October Workshop.

G. NEW BUSINESS:

1. BUDGET REQUESTS:

Karlena Rannals explained that budget requests must be submitted in writing to her by October 15. This includes any Committee Chairs who have specific needs for the upcoming year, or a member with a particular item that requires funding. The budget will be effective November 1, 2002. We will continue with

last year's budget until the final budget is approved at the December Quarterly meeting.

2. CHARITABLE DONATIONS:

Due to an increased number of requests for charitable donations, it was suggested to establish an Ad Hoc Committee that would propose a set of guidelines to follow. This would help eliminate the impact the donations have on our budget as well as reduce the pressure on the Executive Board when trying to make equitable decisions. Ideas included:

- Establishing an application period (e.g., March through June of each year) to submit requests for the following year;
- Setting a total amount limit and then reviewing each request past that amount;
- Limiting the number of requests per year;
- Having the Ad Hoc Committee bring requests that they approve to the Quarterly meetings for vote;
- Agreeing on a few charities that would automatically receive annual donations (i.e., Susan B. Komen Breast Cancer Walk, American Heart Association, etc.).

It was agreed to set up the Ad Hoc Committee with the President and Treasurer as representatives of the Executive Board, with several volunteers from the members. Yvette Becker, Monterey Park FD; Darci Bodin, Orange County FA; Brenda Best, Orange County FA; and Carrie Joyce, Laguna Beach FD, agreed to be on the Committee.

3. ANNOUNCEMENT OF WORKSHOP WINNERS:

The Workshop Scholarship grant is set aside to pay for the full registration and shared hotel accommodations for two AFSS members. To be eligible for the grant, you needed to be an AFSS member, have the support of your agency, and have never attended a Workshop previously. The deadline to submit the grant application was August 1, and four members applied. Chief Armentrout drew the two winners at the last E-Board meeting as follows:

Laura Brown, South Bay FD
Luz Martinez, Vernon FD

4. ELECTION RESULTS – 2002/2003 OFFICERS

Cathy Beach, Atascadero FD, thanked the Nominating Committee (Becky Toney, Past President, SB County FD; and Carrie Joyce, Membership Committee Chair, Laguna Beach FD) along with Darilyn O'Dell, San Miguel Consolidated FD, and Mike Bullus, IRC Productions, who assisted in setting up the voting on-line through the AFSS website. This method of voting increased the percentage of participation 100%. Twenty-five percent of the members voted, and our future goal is to have fifty percent.

All open positions were filled with a single nominee except for the Corresponding Secretary. Chief Armentrout verified the election results at the August 9 Executive Board meeting, and the newly appointed Corresponding Secretary is Nancy Haglund, Arroyo Grande FD. The new Executive Board will be installed at the October Workshop:

President
1st Vice President

Rosa Hernandez, OES
Cathy Beach, Atascadero FD

2nd Vice President
Corresponding Secretary
Recording Secretary
Treasurer

Mary Hollan, Ventura FPD
Nancy Haglund, Arroyo Grande FD
Sylvia Diaz, Hermosa Beach FD
Carol Tousignant, Morro Bay FD

5. INFORMATIONAL BULLETINS

Mary Hollan recently sent out a “help wanted” notice for members to assist in sending out informational bulletins to the members via e-mail. This is not an official newsletter, but tidbits of information sent now and then. She has received notification from two members to gather information, and she encouraged others to forward items on the following subjects:

Health and Fitness
Safety
Office Hints
Motivational / Inspirational

The group voted on a name for this e-mail bulletin, which will be seen in the subject line: “HOT FLASH.”

H. INFORMATION EXCHANGE:

1. Eileen Dirksen, Redlands FD – Announced that this was Karlana Rannals and Patty Maxham’s last meeting as members of the Executive Board. She thanked both of them for their support of AFSS as well as their friendship, and gave them each a beautiful, engraved pen and pencil set.
2. Luz Martinez, Vernon FD – Expressed her thanks and excitement for being selected as one of the Workshop Grant winners.
3. Carrie Joyce, Laguna Beach FD – Laguna Beach recently received two grants; one for fire prevention and one for wellness. These grants allowed Laguna Beach to plan an extensive fire inspection program as well as an intense physical evaluation for their fire suppression personnel, which Carrie was able to participate in.
4. Kathy Danskin, Orange County FA – Kathy shared a funny story about her Fire Chief, Chip Prather. He is the Co-Chairperson of a child abuse prevention organization in Orange County. A reporter had come to interview him and take photos. He had the reporter wait in the lobby for a few minutes; and when she was finally escorted in, he was sitting behind his desk with a large Indian headdress. He informed the reporter, “Well, you wanted to interview the Chief...!”
5. Chris Duker, Orange County FA – Commented on giving out donations based on emotion. She supports Karlana Rannals in sticking to business when it comes to donations and keeping within the guidelines.
6. Brenda Best, Orange County FA – Brenda is a new member, and is very happy to be a part of AFSS.
7. Darci Bodin, Orange County FA – Darci gave the group a “heads up” for a certain restaurant chain called “The Melting Pot.” They have safe oil-heating fondues at your table, but are heating big pots of oil in the back without a Type I hood. If you see any of these restaurants open up in your area, feel free to contact Darci and she’ll give you the background on it.
8. Mary Scott, Chino Valley IFD – A 9/11 Memorial dedication was given in front of Station 66 with Channel 7 present. The two towers were carved from marble with the names of the fallen firefighters inscribed. It was a beautiful and moving presentation, and very well attended by the community.

9. Barbara Altizer, South Pasadena FD – They will be testing for Firefighter/Paramedics on September 19. A test was held previously; but the way the industry is right now, every participant contacted had already been hired elsewhere. Barbara recently received a call from Barbara Waterman (formerly Walker), who said hello to everyone. Barbara Waterman retired from the fire service and was married; and she will be renewing her membership.
10. Patrice Ashe, San Bernardino County FD – Patrice is a new member and is happy to be here today. They are holding a recruitment for Human Resource Officer I.
11. Yvette Becker, Monterey Park FD – Chris Gomez, formerly the secretary to the Fire Chief, recently went to the “dark side” (fire prevention). Right now, they have a temporary person and the City has a hiring freeze. She doesn’t know what is going to happen when the freeze is off, but they may fly this position. Anyone interested can contact the Human Resources Department. Karlana Rannals also suggested contacting the local IAAP chapter as a good recruiting source.
12. Chief Phil Armentrout, Murrieta FD – The darkest day for the fire service was one year ago, when 343 firefighters were lost in this country. He felt it was his duty to organize a ceremony in his City honoring this event. It was very well received and very emotional.
13. Patty Maxham, Chino Valley IFD: Patty gave her farewell to the group from the position of Recording Secretary. She learned so much these past four years, and thanked the Executive Board for their support and friendship. She is presently attending Cal Poly Pomona to complete her B.S. degree in Mathematics.
14. Karlana Rannals, Rancho Santa Fe FPD – They opened up their retrofitted station yesterday, officially ringing the bell. Rancho Santa Fe works closely with the San Miguel Indians, who recently donated a thermal imaging camera. They are waiting on funding from the State for hiring firefighters at a fourth station. The flyer is out, and so far they’ve received 325 applications.
15. Rosa Hernandez, OES – Is very excited about her new job with OES. The budget was just approved, and she was finally paid. She is doing well adjusting, has a large region (Imperial County and San Diego County), and recently had to evacuate people who were in danger near a river. The one thing she misses is the “feminine” attire; it is a safety position, and she has to wear a uniform. Her daughter, who was found to have a tumor, is doing well and back in school at San Diego State University. She needs to undergo treatments about every six months. Rosa recently made a choice to go back to school after twenty-five years. She sits at the front of the class (because she can’t see or hear), but feels good that she is learning. It was a personal goal. Rosa is excited about next year, and is determined to make a difference. It is her goal to show Cal Chiefs that AFSS is as important as the other sections.
16. Cathy Beach, Atascadero FD – Cathy has also enrolled in classes, with her goal to be the very best administrative professional she can be. She thanked Carrie Joyce and Becky Toney for their assistance with this year’s nominations. Their agency is having trouble with NFIRS and is requesting information on software that will handle this issue. She’s heard the Sunpro has been difficult to use, but is interested in the pros and cons from the members. They are having success in their area with weed abatement through the use of a chipping program.
17. Mary Hollan, Ventura County FD – Recently attended a Firewise Communities Workshop, where they role played and planned a wildland urban interface community. She was given the assignment of computer specialist and used Arcview. It was very informative. Their 41st Academy has just begun and they have 17 active Paramedics. She has been taking classes at Oxnard College and

noted that both Oxnard and Hancock College offer a fire administration degree. She is hoping to receive this degree in December.

18. Eileen Dirksen, Redlands FD – Eileen recently received her A.S. Degree with honors. She also encouraged the members to sign up for the Workshop.

I. ADJOURNMENT

President Dirksen gave thanks to Yvette Becker and all of the personnel from Monterey Park FD who were involved in coordinating today's meeting. The next quarterly meeting will be hosted by Redlands FD, and is scheduled for Tuesday, December 10, 2002. (NOTE: The meeting date and location was subsequently changed to Friday, December 13, 2002, hosted by the Palm Springs FD.)

There being no further business, the meeting adjourned at 1430 hours.

Patty Maxham, Recording Secretary

September 2002 Meeting Attendees

Altizer, Barbara	South Pasadena FD	Haglund, Nancy	Arroyo Grande FD
Armentrout, Phil	Chief, Murrieta FD	Hall, Pat	Orange County FA
Ashe, Patrice	San Bernardino County FD	Harris, Cathee	Orange County FA
Beach, Cathy	Atascadero FD	Hernandez, Rosa	OES
Becker, Joyce	Ontario FD	Hollan, Mary	Ventura County FPD
Becker, Yvette	Monterey Park FD	Joyce, Carrie	Laguna Beach FD
Berry, Alesia	San Bernardino County FD	Lucero, Judy	Ventura County FPD
Best, Brenda	Orange County FA	Martinez, Luz	Vernon FD
Bodin, Darci	Orange County FA	Maxham, Patty	Chino Valley IFD
Bravo, Christine	Monterey Park FD	Murphy, Timothy	Chief, Monterey Park FD
Chapman, Barbara	Santa Fe Springs FD	Olson, Vicki	San Bernardino County FD
Connors, Gloria	Chino Valley IFD	Orchard, Cathy	Monterey Park FD
Counsil, Barbara	Pasadena FD	Rannals, Karlana	Rancho Santa Fe FPD
Danskin, Kathy	Orange County FA	Scott, Mary	Chino Valley IFD
DeAnda, Charlotte	Santa Fe Springs FD	Serven, JoAnn	Murrieta FD
Dennis, Jodie	Monrovia FD	Slaughter, Rodney	Guest Speaker
Diaz, Sylvia	Hermosa Beach FD	Sullenger, Diane	La Habra FD
Dirksen, Eileen	Redlands FD	Thomas, Cathy	Ontario FD
Duker, Chris	Orange County FA	Toney, Becky	San Bernardino County FD
Gomez, Chris	Monterey Park FD	Tousignant, Carol	Morro Bay FD
Gullickson, Irma	Fullerton FD		
Guzman-Wulfehuhl, Alice	Culver City FD		