



## **ADMINISTRATIVE FIRE SERVICES SECTION**

### **CALIFORNIA FIRE CHIEFS ASSOCIATION SOUTHERN DIVISION**

#### **AFSS QUARTERLY MEETING MINUTES**

**DECEMBER 14, 2004**

**HOSTED BY: ORANGE COUNTY FIRE AUTHORITY (OCFA)**

#### **A. CALL TO ORDER/INTRODUCTIONS:**

- President Nancy Haglund called the meeting to order at 0915 hours.
- OCFA Honor Guard presented the colors along with Tommy Harris, piper for the OCFA Pipes and Drums. Brenda Best, OCFA, led the flag salute.
- Warren Johnson, OCFA Chaplain provided the inspiration.
- Chip Prather, Fire Chief, Orange County Fire Authority, welcomed everyone to the meeting.
- Self-introductions were given.

*Special Presentation:* President Nancy Haglund presented Laurie Rice with a certificate of appreciation for her continued work in delivering toys to burn patients during the Christmas season.

#### **B. APPROVAL OF MINUTES:**

The September 2004 Quarterly Meeting minutes were reviewed.

**MOTION:** Carrie Joyce, Laguna Beach FD, moved, Darci Bodin, OCFA, seconded. Vote: All ayes. The September 2004 meeting minutes approved as presented.

#### **C. APPROVAL OF TREASURER'S REPORT:**

Mary Scott, 2<sup>nd</sup> Vice President reported that the current balance is \$17,629.39. The See's candy fundraiser made a total profit of \$893.16. The September 2004 Quarterly meeting unfortunately did not net a profit. Funds from AFSS were used to balance the meeting budget.

**MOTION:** Christine Flores, Rancho Cucamonga FD moved, Carrie Joyce, Laguna Beach FD, seconded. Vote: All ayes. The Treasurer's Report approved as presented.

#### **D. SECTION CHIEF REPORT:**

Chief Armentrout reported that he has responded well to the treatment he has received for the cancer. Chief Mike Warren is the new president of Cal Chiefs and new and exciting things will happen for AFSS. The 2005 AFSS Workshop will be held in Lake Tahoe.

**E. CORRESPONDENCE REPORT:**

Brenda Best, OCFA, reported the following correspondence was sent:

1. Get well soon card to Mary Johansen, OCFA, for recent surgery.
2. Congratulations card to Veronica Gastelum-Flores, OCFA, for marriage.
3. Congratulations card to Eileen Dirksen, Redlands FD, for promotion.

**F. COMMITTEE REPORTS:**

1. **BYLAWS COMMITTEE**  
**Reported by:** Barbara Altizer  
Changes to the Bylaws were made to coincide with the Annual Workshop now being held in April.
2. **COMMUNICATIONS COMMITTEE**  
**Reported by:** Ronda Guillaume, Cathedral City FD  
Thanked Darilyn O'Dell for her continued work on the Fire Circle.
3. **EDUCATION COMMITTEE**  
**Reported by:** Ronda Guillaume, Cathedral City FD  
There is currently no Education Committee. Ronda is seeking members to serve on this committee. Christine Flores and Robin Brock, both of Rancho Cucamonga FD, volunteered to serve on the committee.
4. **HISTORICAL COMMITTEE**  
**Reported by:** Joyce Becker, Ontario FD  
Looking into a program to allow members to view pictures online and the ability to print wanted photos. Joyce reported that Cathy Thomas' (Ontario FD) husband Chuck had emergency brain surgery.
5. **MEMBERSHIP COMMITTEE**  
**Reported by:** Terrie Villalpando, Corona FD  
The most recent Membership Directory was fanned out to all members. Terrie asked for clarification on how often the directory should be sent out. President Haglund stated that the guidelines state once a year but if there are many changes, then it can be sent more often. Terrie stated that new member binders have been mailed out and asked members to contact her if they require a name badge. 1<sup>st</sup> VP Guillaume recognized Terrie Villalpando and Marta Dunne for their hard work on the membership committee.
6. **WAYS & MEANS COMMITTEE**  
**Reported by:** Sylvia Diaz, Hermosa Beach FD  
Ways and Means items are available for purchase at today's meeting and will be available at all quarterly meetings. The items will also be available for purchase via mail, with the order form on the website soon.

7. FINANCIAL AUDIT

**Reported by:** Lisa LeCates, El Segundo FD

Lisa reported that she and Cathy Thomas, Ontario FD, completed the audit and noted suggested items that should be completed for more detailed record keeping.

1<sup>st</sup> Vice President Guillaume thanked Lisa and Cathy for their assistance in completing the financial audit for the AFSS Southern Division.

**G. EDUCATIONAL PROGRAM**

Dennis Grubb, Fire Prevention Analyst, OCFA, presented a fire sprinkler demonstration video entitled Marble Mountain Demonstration Burn.

Break: 1020-1045 hours

Rayleen Hilton, Synergism International, presented a program entitled “Understanding Your Workplace Style.... How to Maximize Your Strengths and Effectiveness.”

President Haglund presented Rayleen Hilton with a certificate of appreciation for her educational program.

In recognizing our 15-year anniversary, Darilyn O’Dell played a video she prepared commemorating AFSS’ 15 years as an organization. In addition, President Nancy Haglund presented members the following:

Charter Members (members who were active in AFSS, prior to it being sanctioned in 1989 by CAL Chiefs, and who are Life Members):

Linda A’lurerede, Apple Valley FD (absent)  
Marti Hendrix, San Bernardino County FD  
Brenda Hager, Ontario FD (absent)  
Georgia Minklein, Orange City FD  
Barbara Altizer, So. Pasadena FD  
Kay Moioffer, Burbank City Clerk’s Office  
Carole Boories, Montebello FD

Charter & 15-year Active Members (members who attended the December 2, 1988 meeting and are still active in AFSS) received a certificate and a new red membership badge:

Judy Blumburg, Palm Springs FD (absent)  
Cathy Gibbs, Crest Forest FPD (absent)  
Irma Gullickson, Fullerton FD  
Joyce Becker, Ontario FD

15-year Active Members (members who have been active since 1989) received a certificate and a new red membership badge:

Deanne Berry, Big Bear City FD  
Judy Reed, Coronado FD (absent)  
Diane Sullenger, La Habra FD (absent)  
Robin Brock, Rancho Cucamonga FD  
Nancy Haglund, Arroyo Grande FD  
Laurie Rice, Black Bear Trading Co, Retired

#### **H. MEMBER OF THE YEAR-Nancy Haglund**

Nominees for 2004 Member of the Year:

- Lisa LeCates, El Segundo FD.
- Terrie Villalpando, Corona FD.
- Becky Timmers, North County FD.
- Darilyn O'Dell, San Miguel FPD.

The 2004 Member of the Year was presented to Darilyn O'Dell, San Miguel Consolidated Fire Protection District.

Lunch 1210 hours  
Reconvene/Opportunity Drawing 1325 hours

#### **I. OLD BUSINESS:**

##### **1. Proposed Bylaws**

Barbara Altizer reported that changes have been made to the Bylaws due to the annual workshop being changed from October to April.

Changes were made to the following sections:

Section 3.3 Term of Office. Executive Board Members shall be elected to serve terms of office per the respective Division's Standard Operating Guidelines. The officers shall serve their term immediately upon their installation at the annual conference/workshop. Any Executive Board member shall have the option to vacate their position upon written notification to their respective Executive Board.

3.9.1 Nominations. Nominating committee shall present the slate of officers as outlined in the respective Division's Standard Operating Guidelines, and additional nominations shall be solicited from the floor at said meeting. Those nominated shall provide a brief biographical sketch to accompany an election ballot.

3.9.2 Elections. If only one person is nominated for a position, no ballot will be sent out; but the name of the candidate will be presented at the next quarterly meeting and a voice vote taken at that time.

3.10 Installation of Officers. The installation of officers shall occur at the annual conference/workshop. The installation of officers shall include the oath of office as stated in the guidelines.

8.1 Standing. Conference/Workshop was added to the list of committees.

Workshop will be changed to read “Conference/Workshop” throughout the document.

**MOTION:** Barbara Chapman, Santa Fe Springs FD, moved, Robin Brock, Rancho Cucamonga FD, seconded. Vote: All ayes. Bylaws approved with changes.

**J. NEW BUSINESS:**

1. Quarterly Charitable Contribution- Nancy Haglund, Arroyo Grande FD

The following charitable contribution requests were received:

1. Irma Gullickson, Fullerton FD, to purchase fire prevention supplies.
2. Jeff Bowman and Sally Zumalt, San Diego Fire Rescue, request for San Diego Family Justice Center.
3. Judy Reed, Coronado FD, request for the American Cancer Society.
4. Ronda Guillaume, Cathedral City FD, request for Cathedral City FD employee Linda Human, who was diagnosed with breast cancer while she was pregnant.
5. Viv R. Dilts, San Luis Obispo City FD, request for a Fire Captain diagnosed with stage 4-pancreatic cancer.

The charitable contribution for the current quarter was awarded to Linda Human.

2. 2005 Quarterly Meeting Locations-Nancy Haglund

In November 2004 a survey was sent to the members asking the opinion of a centralized location to host all four quarterly meetings.

President Haglund asked for volunteers to serve on an ad hoc committee to survey locations, find out why members did not respond to the survey and to come up with suggestions for location and attendance at quarterly meetings. The following members volunteered to serve on this ad hoc committee: Robin Brock, Rancho Cucamonga FD, Deanne Berry, Big Bear City FD, Barbara Chapman, Santa Fe Springs FD, Lisa LeCates, El Segundo FD, Irma Gullickson, Fullerton FD, and Colleen Gill, Newport Beach FD.

Chief Armentrout suggested having the meeting locations at a location where there are more members in the same area.

**MOTION:** Deanne Berry, Big Bear City FD, Ali Wulfekuhl, Culver City FD, seconded. Vote: All ayes. The ad hoc committee will research the reorganization and locations of quarterly meetings.

The 2005 meeting locations/departments are:

March 8-Rancho Cucamonga FD

June 14-Corona FD

September 13-El Segundo FD

December 13-North County Fire FPD

3. North & South Joint Executive Board Meeting Update-Nancy Haglund  
The November joint Eboard meeting was held online.

Old business included:

- Increase member participation, which the south has accomplished by having members volunteer to serve on committees
- Strengthen communications-Fire Circle, fan outs, websites
- Training as a group-north held training in Lodi, south is continuing to work on education committee and similar training as Lodi;
- One board concept was reviewed and it was decided not to move forward
- Professional Recognition Program, cost reduction was approved by Cal Chiefs as was the record retention and archiving of information of the program; the PRP Level II target date is set for April 2005 at the conference in Lake Tahoe
- Website access-many changes have been made to the site; Darilyn and Shawn have been instrumental in keeping the site updated.

4. CFCA Update-Ronda Guillaume  
Held in Concord September 20-23, 2004. The conference was a joint CAL Chiefs/Terrorism Summit.

Resolutions that were passed included:

- Establish an Operations Section within Cal Chiefs.
- The Organizational Task Force started the process of developing the boundaries between the north and south divisions.
- The installation of fire sprinklers is being encouraged throughout the State.
- Mike Warren installed as the President of Cal Chiefs.

**K. ROUND TABLE DISCUSSION:**

1. Marti Hendrix, San Bernardino County FD- reported that Eileen Dirksen's (Redlands FD) mother was diagnosed with cancer.
2. Robin Brock, Rancho Cucamonga FD- thanked the members for the information she received from her fan out request.

3. Sandy Magallanez, Chino Valley FPD-hired a new FF/PM, Fire Inspector position open, new ladder truck purchased, new finance person hired as well as two new fire board members.
4. Joyce Becker, Ontario FD-Fire Chief Bowman retiring next week.
5. Judy Bremer, Paso Robles Department of Emergency Services-wrote in to report that her department promoted three FF/Paramedics to Captain/Paramedics and hired two firefighters and one FF/Paramedic.

**L. ADJOURNMENT:**

No further business was to be brought before the attendees. The meeting adjourned at 1440 hours.

*Sylvia Diaz*

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Sylvia Diaz, Executive Board  
Recording Secretary

## DECEMBER 2004 MEETING ATTENDEES

Altizer, Barbara	South Pasadena, Life Member	Hendrix, Marti	San Bernardino County FD Life Member
Armentrout, Phil	Murrieta FD		
Bass, Kevin	OCFA	Hilton, Rayleen	Guest Speaker
Becker, Joyce	Ontario FD	Joyce, Carrie	Laguna Beach FD
Becker, Yvette	Monterey Park FD	LeCates, Lisa	El Segundo FD
Berry, Deanne	Big Bear City FD	Lidster, Amy	San Miguel Consolidated FPD
Best, Brenda	OCFA		
Bodin, Darci	OCFA	Magallanez, Sandy	Chino Valley FPD
Borries, Carole	Montebello FD	Marcello, Mary Ann	North County FPD
Brock, Robin	Rancho Cucamonga FD	McFeaters, Lois	OCFA
Chapman, Barbara	Santa Fe Springs FD	McIlwain, Susan	Big Bear Lake FD
Connors, Gloria	Chino Valley FPD	Metz, Randy	OCFA
Counsil, Barbara	Pasadena FD Life Member	Minklein, Georgia	Orange City FD Life Member
Danskin, Kathy	OCFA	Mirzayans, Roberta	Burbank FD
Deacon, Missy	OCFA	Mitchell, Barbara	Riverside City FD
DeAnda, Charlotte	Santa Fe Springs FD	Nace, Paris	OCFA
Delgado, Sandra	Chino Valley FPD	Nissley, Sherre	CDF/Moreno Valley
Devlin, Marilyn	Guest	O'Dell, Darilyn	San Miguel Consolidated FPD
Diaz, Sylvia	Hermosa Beach FD		
Donley, Kathleen	Colton FD	Penrose, Sharon	
Douglas, Michelle	Colton FD	Rannals, Karlana	Rancho Santa Fe FD
Duker, Chris	OCFA	Reed, Jim	Interim Fire Chief, Fullerton FD
Flores, Christine	Rancho Cucamonga FD		
Ford-Broderon, Kathy	North County FPD	Reed, Sharon	Guest
Gastelum-Flores, Veronica	OCFA	Rice, Laurie	Big Bear Trading Co.
Gill, Colleen	Newport Beach FD	Robbins, Diane	North County FPD
Guillaume, Ronda	Cathedral City FD	Runnestrand, Dan	OCFA
Guillaume, Sara	Guest	Russell, Madeline	OCFA
Gullickson, Irma	Fullerton FD	Scott, Mary	Chino Valley FPD
Haglund, Nancy	Arroyo Grande FD	Serven, Joann	Murrieta FD
Hall, Pat	OCFA	Soldan, Martha	OCFA
Harris, Cathee	OCFA	Toney, Becky	San Bernardino County FD
Healey, Brian	OCFA		
Henderson, Suzie	Colton FD	Van Voorst, Patty	Orange City FD
		Vandagriff, Jackie	Corona FD
		Villalpando, Terrie	Corona FD
		Woods, Tiffany	OCFA
		Wulfekuhl, Ali	Culver City FD
		Zumalt, Sally	San Diego Fire Rescue