



Administrative Fire Services Section

California Fire Chiefs Association Southern Division

AFSS Quarterly Meeting Minutes

June 10, 2008

Hosted by Upland Fire Department

A. Call to Order and Introductions:

- President Sylvia Diaz called the meeting to order at 9:06 a.m.
- Battalion Chief Don Smith, Upland Fire Department, led the flag salute.
- Division Chief Suzanne Cable, Upland Fire Department, provided the inspiration.
- Battalion Chief Don Smith welcomed everyone to the meeting.
- The attendees gave self-introductions.

B. Approval of Minutes:

Members reviewed the Minutes of the March 11, 2008 meeting.

Motion: Valerie Nellis moved to approve the March 11, 2008 quarterly meeting minutes. Ronda Guillaume 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: Cathy Thomas moved to approve the Treasurer's Report as distributed. Celia Contreras seconded the motion. **Vote:** Unanimous.

D. Section Chief's Report:

Chief Benson reported that Cal Chiefs has begun their membership drive. Chief Benson gave kudos to the Executive Board for a great job that was done on the annual conference and the financial stability of the Southern Division.

E. Correspondence Report:

Corresponding Secretary Karen McCoy reported that she was reviewing the documents she received from Roberta Mirzayans and noted that there was a new email address for Marti Hendrix.

F. Committee Reports:

Bylaws Committee

Barbara Altizer thanked Robin Brock for writing the Bylaws Committee Report for the Fire Circle. Barbara reported that she attended the Joint Executive Board Meeting at the conference to help establish the final wording for the revised Bylaws.

Communications Committee

Robin Brock reported that the Summer Issue of the Fire Circle was distributed by fan-out the week prior to the meeting. Robin suggested that since the 20th Anniversary of the Section was in 2009 it might be worth looking into various ways to commemorate the event – artwork, Fire Circle, letterhead, website, photo album, membership goal of 20 new members, slogans and possibly ways and means items.

Conference Committee

Darilyn O'Dell reported that the final report will be given at the September quarterly meeting. The 2009 AFSS Conference will be held in San Jose in April 2009. Darilyn suggested that with the South hosting the conference in 2010 it's not too early to start thinking about joining the conference committee.

Education Committee

Christine Flores reported that as a result of the Committee Faire the education committee has three new members – Renae Rasmussen, Kathy Ford-Brodersen and Yvette Becker.

Historical Committee

Joyce Becker reported that the Historical Committee has two new members – Eileen Dirksen and Roberta Mirzayans. They will continue to scan old photos for the archives. Joyce also wanted to remind everyone that they can purchase photos from Snapfish or you can copy and save them to your computer.

Membership Committee

Terrie Villalpando reported that Carol Tousignant has volunteered to be on the Membership Committee. With the addition of the members to the committee the job responsibilities and duties have been split up. Terrie also noted that the membership renewals are due as soon as possible.

Ways and Means Committee

Lisa LeCates reported that the Ways and Means Committee has six new members and that new items will be available at the September meeting. Ronda Guillaume has a display of shirts for sale and order forms are available.

G. Educational Program:

Michael Antonucci, Fire Chief of Upland Fire Department, gave a presentation on “Firefighter Bill of Rights – Overview” and Human Resource Development “What You Don’t Know.” At the conclusion, Sylvia Diaz presented Chief Antonucci with a certificate of appreciation.

H. Special Presentation:

Sylvia Diaz presented Kay Tavis and Patti Miller with certificates of appreciation for hosting the quarterly meeting in Upland.

I. Old Business:

Standard Operating Guidelines – Sylvia Diaz

President Diaz is currently working on the wording. Any recommended changes to the Standard Operating Guidelines should be sent to her before July 11.

Approval of Bylaw Changes – Sylvia Diaz

President Diaz reported that the following changes were approved by the Joint Executive Board at their April 21 meeting:

Delete Section 2.2 - “2.2 Inactive Members: Inactive members shall be comprised of all persons who have been an Active Member in good standing of the Association upon separation from the Fire

Service. Inactive members shall be entitled to all privileges and benefits provided by the Association, except that they shall not be entitled to vote or hold office.”

Add to Section 2.3– “Voting Exception: Any Associate Member who is actively involved as a committee member shall have the right to vote on any issue that is brought before the membership.”

Add to Section 2.5– “Voting Exception: Any Life Member who is actively involved as a committee member shall have the right to vote on any issue that is brought before the membership.”

Add to Section 3.9.2 – “Any tie vote shall be decided by a second election sent out electronically. If a tie still persists, the position shall be decided by drawing a name at the quarterly meeting prior to the annual conference.”

Revise Section 10.1 – “10.1 Changes to the Bylaws may be proposed by any active member and submitted to their respective Bylaws Committee for review and recommendation prior to any Joint Executive Board meeting.”

Motion: Valerie Nellis moved to approve the revisions to the Bylaws. Alison Guzman-Wulfekuhl seconded the motion. Roll Call Vote: 34 Ayes, 0 Nays, 0 Abstain.

J. New Business:

Charitable Contributions – Lisa LeCates

Lisa LeCates announced that the \$100 quarterly contribution will be donated to the PFC Devin K. P. Cardenas Memorial Foundation.

September Quarterly Meeting – Sylvia Diaz

Sylvia Diaz reported that the next quarterly meeting will be hosted by Arroyo Grande/Grover Beach Fire Departments and will be held on Friday, September 12, 2008.

2008/09 Budget – Lisa LeCates

Treasurer Lisa LeCates reviewed the 2008/09 proposed budget and requested anyone with changes or additions to submit those to her by June 30.

Conference Winner – Becky Timmers

2nd Vice President Becky Timmers reported that the recipient of the 2009 AFSS Conference drawing, being held in San Jose, was Lisa LeCates. Becky Timmers then reported the recipient of the 2008 CFCA Scholarship was Ronda Guillaume

K. Round Table Discussion

Joyce Becker, Ontario FD – She is currently working on an Ordinance for Solar Photovoltaic Standards; if anyone has information could they please send it to her. Joyce also wanted to publically thank Marie Brandt – Marie won the 50/50 drawing at the conference and donated the money to her to help offset conference expenses which Joyce had to pay on her own.

Terrie Villalpando, Corona FD – She reported that Chief Warren is retiring effective July 3 and the new Fire Chief is David Waltemeyer.

Deanne Johanson, Big Bear City FD – She has a new Fire Chief and he would like her to gather copies of other agencies SOG’s, Policies and Procedures, Letterhead and Fire Code Ordinances. If you could send them to her she would greatly appreciate it.

Lisa LeCates, El Segundo FD – She encouraged everyone to apply to the National Fire Academy. There is no cost to departments.

L. Adjournment

With no additional business to be brought forward, the meeting was adjourned at 2:04 p.m..

The next meeting will be held on Friday, September 12, 2008 hosted by Arroyo Grande/Grover Beach Fire Departments.

Darilyn O'Dell

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Executive Board, Recording Secretary

Quarterly Meeting Attendees

June 10, 2008

Attendee

Barbara Altizer
Michael Antonucci
Paul Benson
Judy Blumberg
Joyce Becker
Jeannie Bodine
Dreena Brethorst
Robin Brock
Grace Chavarria
Gloria Connors
Celia Contreras
Linda Daughtery
Jodie Dennis
Sylvia Diaz*
Eileen Dirksen
Marta Dunne
Christine Flores*
Ronda Guillaume
Alicia Hernandez
Alice Guzman-Wulfekuhl
Deanne Johanson
Lisa LeCates*
Sandy Magallanez
Karen McCoy*
Patty Miller
Gina Molina
Valerie Nellis
Sherre Nissley
Darilyn O'Dell*
Colleen O'Keefe
Lorrie Ortiz
Peggy Palmer
Lynzi Parker
Rena Rasmussen
Zelda Ross
Mary Scott
Kay Tavis
Cathy Thomas
Becky Timmers*
Carol Tousignant
Vicki Varnes
Terrie Villalpando
Janet Vines-Mott

Agency

South Pasadena Fire, Retired
Upland Fire
Chino Valley Fire
Palm Springs Fire
Ontario Fire
Downey Fire
Riverside County Fire
Rancho Cucamonga Fire
West Covina Fire
Chino Valley Fire
Santa Fe Springs Fire
Riverside City Fire
Monrovia Fire
Hermosa Beach Fire
Redlands Fire
Corona Fire
Rancho Cucamonga Fire
Cathedral City Fire
Chula Vista Fire
Culver City Fire
Big Bear City Fire
El Segundo Fire
Chino Valley Fire
Riverside City Fire
Upland Fire
Rancho Cucamonga Fire
Heartland Fire Communications
CALFIRE
San Miguel Fire
West Covina Fire
Santa Ana Fire
Pasadena Fire
Twenty-Nine Palms Fire
North County Fire
Downey Fire
Chino Valley Fire
Upland Fire
Ontario Fire
North County Fire
Morro Bay Fire
Chino Valley Fire
Corona Fire
Palm Springs Fire

*Denotes Executive Board Members