



ADMINISTRATIVE FIRE SERVICES SECTION

CALIFORNIA FIRE CHIEFS ASSOCIATION SOUTHERN DIVISION

AFSS QUARTERLY MEETING MINUTES

MARCH 9, 2004

HOSTED BY: MONTEREY PARK FIRE DEPARTMENT

A. CALL TO ORDER/INTRODUCTIONS:

- President Nancy Haglund called the meeting to order at 0910 hours.
- Yvette Becker, Monterey Park FD, led the flag salute.
- Carrie Joyce, Laguna Beach FD, provided the inspiration entitled "Tell the Storm How Big Your God Is."
- Fire Chief Timothy Murphy, Monterey Park Fire Department, welcomed everyone to the meeting.
- Self-introductions were given.

B. APPROVAL OF MINUTES:

The December 5, 2003 Quarterly Meeting minutes were reviewed. Sylvia Diaz stated that there was a correction in Section L, item 8: Joyce Becker from Ontario FD reported that two city employees (not fire employees) lost their homes in the recent wildfires and the city would be hiring a Fire Safety Specialist, not a Fire Prevention Specialist.

MOTION: Carrie Joyce, Laguna Beach FD moved, Barbara Altizer, South Pasadena FD seconded. The December 2003 minutes were approved with correction. Vote: All ayes.

C. APPROVAL OF TREASURER'S REPORT:

Carol Tousignant reported that the budget balance is \$14,442.72. The report includes the sale of the coffee mugs from the December 2003 Quarterly Meeting. The profits were placed in the Ways & Means budget.

MOTION: Barbara Chapman, Santa Fe Springs FD moved, Mary Hollan, Ventura County FPD seconded. Vote: All ayes.

D. SECTION CHIEF REPORT:

Chief Armentrout reported that CAL Chiefs is actively involved in the issues affecting the State of California. He stated that the 1993 Educational Revenue Augmentation Fund (ERAF) affected fire districts as it took local funds and put them into schools. Chief Armentrout encouraged city fire departments to support fire districts in keeping funds local, so that funds are not taken from districts and city departments to help the State correct its budget issues.

E. CORRESPONDENCE REPORT:

Brenda Best, Orange County Fire Authority, reported the following correspondence was sent:

- A retirement card to Barbara Altizer for her retirement from the South Pasadena FD.
- A congratulations card to Darci Bodin, OCFA, for her promotion to Fire Prevention Specialist II.
- A condolence card to Lynn Pearson for the death of her father.
- A condolence card to the Novato FPD for the loss of Firefighter Rucker.

The following correspondence was received:

- A letter from Barbara Altizer, South Pasadena FD – Retired, resigning from her position as Bylaws Coordinator.
- A letter from Barbara Council, Pasadena FD - Retired, thanking AFSS for her Lifetime Membership status and the bouquet of flowers.
- Judy Blumberg, Palm Springs FD, resigning from her position as Ways and Means Coordinator.
- A letter from the Novato FPD thanking AFSS for the support given for their fallen firefighter.

F. COMMITTEE REPORTS:

1. BYLAWS COMMITTEE

Reported by: Ronda Guillaume, Cathedral City FD

Thanked Barbara Altizer and Linda Benson, Higgins Fire District, for completing the Joint Bylaws. Ronda also thanked Loren Stephen-Porter, North County FPD, for agreeing to accept the position of Bylaws Coordinator.

2. COMMUNICATIONS COMMITTEE

Reported by: Ronda Guillaume, Cathedral City FD

Thanked Darilyn O'Dell, San Miguel FPD, for her work on the Fire Circle.

3. WORKSHOP COMMITTEE

Reported by: Darilyn O'Dell, San Miguel FPD

Darilyn stated that there would be refunds for those who could not attend the October 2003 Workshop due to the fires. A profit of \$1500 was made at the workshop. Those members that paid but could not attend will receive all the items that were given out to the attendees.

4. EDUCATION COMMITTEE

Reported by: Ronda Guillaume, Cathedral City FD

Ronda requested members to send ideas of what types of educational programs they would like to have at meetings.

5. HISTORICAL COMMITTEE

Reported by: Joyce Becker, Ontario FD

Joyce reported that the committee continues to take pictures at quarterly meetings. Joyce requested members to forward any items that need archiving. Three members have resigned from the committee. A digital camera will be purchased in the near future.

6. MEMBERSHIP COMMITTEE

Reported by: Ronda Guillaume, Cathedral City FD

Terri Villalpando and Marta Dunne, both of Corona FD, have volunteered to assist with the committee. A membership drive will begin in April and will include a letter from Section Chief Armentrout to those agencies that are not members.

7. WAYS & MEANS COMMITTEE

Reported by: Ronda Guillaume, Cathedral City FD

Ronda reported that Judy Blumberg resigned as the Ways & Means Coordinator. Michelle Pearson, CDF/Pismo Beach FD, has volunteered to assist on the committee but a Coordinator is still needed. T Shirt order forms are available on the website. Ways and Means items are available for purchase today and will continue to be sold at all quarterly meetings.

0950 –1000 Break

G. **EDUCATIONAL PROGRAM:**

Chief Richard Elliott, South Pasadena Fire Department, presented the educational program entitled “The New Generation.”

President Nancy Haglund presented Chief Elliott with a certificate of appreciation for his educational program presentation.

1100-1110 Break

H. **SPECIAL PRESENTATIONS:**

President Nancy Haglund presented Barbara Altizer, South Pasadena FD, with a retirement gift in appreciation for all she has done for the organization. For the first time in the Southern Division’s history Barbara was made an Honorary Life Time Member of the organization. Barbara retired from the South Pasadena FD on December 31, 2003.

1130 Lunch Break

Reconvened at 1300 Hours

Opportunity and 50/50 Drawings Held

Nancy presented Yvette Becker, Monterey Park FD, with a certificate of appreciation for hosting the March 2004 Quarterly Meeting.

I. OLD BUSINESS:

1. Bylaws

Nancy Haglund reported that the Bylaws were ratified in January 2004 by both the northern and southern divisions. Nancy thanked Barbara Altizer, Mary Hollan, and the Executive Board for their assistance in completing the Bylaws.

2. Standard Guidelines

Nancy Haglund reported that the Standard Guidelines are now complete and thanked Barbara Altizer and Mary Hollan for their efforts in assisting with the changes. Nancy stated that changes include the guideline that an Associate member is eligible to be nominated but if elected, the member must pay for an Active membership to serve on the EBoard. In addition, a member who is nominated to serve on the EBoard should have at least one year as an active member (in this case active is defined as attending quarterly meetings and participating in the organization).

J. NEW BUSINESS:

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

The charitable contribution for the current quarter has been awarded to the Ventura County Fire Department Benefit Fund to assist a firefighter who was diagnosed with cancer. A donation of \$100 was presented to Mary Hollan.

2. CFCA Update – Nancy Haglund, Arroyo Grande FD

Nancy reported that she and 1st Vice President Ronda Guillaume attended the CAL Chiefs Workshop held in Dixon in January 2004. The workshop included a goal setting discussion, which included the following:

- Organizational Effectiveness
- Marketing
- Communication
- Training

Nancy will assist in the marketing plan and Ronda will assist on the communications committee. Nancy reminded the members that dues paid to CAL Chiefs are for use of the website. A follow up meeting will be held in May in Sacramento.

Ronda reported that she and Shawn Crawford would be developing ideas to better utilize the website as a communication tool.

3. Budget Requests for FY 2004/05-Carol Tousignant, Morro Bay FD

Carol reported that a new budget would begin July 1, 2004. Budget requests should be submitted to Carol by April 9, 2004. The budget will be approved at the June meeting.

4. Membership Drive-Ronda Guillaume, Cathedral City FD
Ronda stated that a membership recruitment letter would be mailed out soon. Membership renewals are due July 1, 2004.

K. ROUND TABLE DISCUSSION:

1. Joyce Becker, Ontario FD-Joyce asked the membership to email her any fee study information available. The recruitment for a Plan Checker and Fire Safety Specialist is continuing.
2. Terri Villalpando, Corona FD-A new police and fire facility opened in January 2004. City Manager Guayante is retiring in April and he has appointed Asst. City Manager Beth Groves to fill his position. The current academy has five firefighters and six firefighter/paramedics participating. The new city hall is scheduled to open in Summer 2004. Terri commented that she is excited and very interested in assisting with the membership committee.
3. Roberta Mirzayans, Burbank FD-Chief Davis will retire in June 2004. The department will hire 12 new firefighter/paramedics. The City of Burbank has changed the sick leave plan for the Z Management Group (confidential managers, not represented by a union). The new plan gives 5 days leave with 100% cash out, while the old plan gave 10 days with 50% cash out.
4. Chief Phil Armentrout, Murrieta FD-City budget is in the process. Construction of a new fire station will begin at the end of 2004. The department will hire three new firefighter/paramedics. The city will hold its 57th annual barbecue on April 18.
5. Jim Reing, L.N. Curtis-Stated that L.N. Curtis & Sons has been a member of AFSS for quite sometime and their business appreciates AFSS members. Jim offered to put the AFSS website link on the L.N. Curtis web page to assist with membership.
6. Sandy Magallanez, Chino Valley FPD-Requested members to send her information on customer service surveys.
7. Gloria Connors, Chino Valley FPD-Three firefighter/paramedics are currently going through backgrounds, and the fire board currently has an interim director.
8. Deanne Berry, Big Bear City FD-Thanked Ronda Guillaume and Nancy Haglund for attending the CFCA Strategic Planning meeting on behalf of AFSS. For the first time, the Big Bear City FD is hiring one new firefighter from the outside. The planning process for the merger between San Bernardino County FD, Big Bear Lake FD, and Big Bear City FD continues.
9. Mary Hollan, Ventura County FPD-20 firefighter/paramedics are going through a 16-week academy. The chief's discretionary budget will be affected by budget cuts. The City of Santa Paula FD may be incorporated into Ventura County FPD. A new station will open within one week and another is being planned in the City of Malibu.
10. Barbara Altizer, South Pasadena FD, Retired-Barbara stated that her position was eliminated after her retirement. Barbara thanked Tim Reing, L.N. Curtis for his support of AFSS. Barbara suggested that the quarterly meeting educational certificates be prepared following the meeting so that an accurate amount is made. The City of South Pasadena is suffering major budget constraints and is researching the possibility of being absorbed by another department. Barbara asked for clarification of the extended EBoard terms due to the change in the workshop being

- held in the spring instead of the fall. Nancy Haglund stated that in June the Second Vice President will ask for volunteers to be on the Nomination Committee. This Committee solicits nominations for upcoming open Executive Board positions, finalizes the slate of nominees, prepares and directs the distribution of the official ballots. Nominations for opening Executive Board positions will be solicited between the June and September General Membership meetings. Elections will take place between September and October. All ballots will be delivered to the Executive Board prior to the Executive Board meeting in November. The incoming Executive Board should be announced at the December General Membership meeting, with installation following at the Annual Workshop Installation Banquet in the spring of 2005.
11. Carol Tousignant, Morro Bay FD-Requested a volunteer(s) to audit the southern division financial records. Lisa LeCates, El Segundo FD and Cathy Thomas, Ontario FD will assist in the audit.
 12. Ronda Guillaume, Cathedral City FD-An emergency preparedness fair will be held March 27. The 10th Annual Firefighter Charity Miniature Golf Tournament will be held April 24.
 13. Brenda Best, OCFA-Administration staff will begin to move into the new regional fire training center within one week. The move will not be complete for administration staff until mid-April

L. ADJOURNMENT:

No further business was to be brought before the attendees. The meeting adjourned at 1350 hours.

Sylvia Diaz

Sylvia Diaz, Executive Board
Recording Secretary

MARCH 2004 MEETING ATTENDEES

Altizer, Barbara	South Pasadena FD - Retired	Magallanez, Sandy	Chino Valley Independent FPD
Altizer, Colleen	San Marino FD	Martinez, Luz	Vernon FD
Armentrout, Phil	Murrieta FD	McIlwain, Sue	Big Bear Lake FD
Becker, Joyce	Ontario FD	Mendoza, Liz	San Gabriel FD
Becker, Yvette	Monterey Park FD	Mirzayans, Roberta	Burbank FD
Berry, Deanne	Big Bear City FD	Murphy, Tim	Monterey Park FD
Best, Brenda	Orange County Fire Authority	O'Dell, Darilyn	San Miguel Consolidated FD
Bravo, Christine	Monterey Park FD	O'Keefe, Colleen	West Covina FD
Chapman, Barbara	Santa Fe Springs FD	Orchard, Cathy	Monterey Park FD
Connors, Gloria	Chino Valley Independent FPD	Reing, Jim	L.N. Curtis & Sons
De Anda, Charlotte	Santa Fe Springs FD	Rinder, Mickey	El Segundo FD
Dennis, Jodi	Monrovia FD	Scott, Mary	Chino Valley Independent FPD
Diaz, Sylvia	Hermosa Beach FD	Servin, Joann	Murrieta FD
Dunne, Marta	Corona FD	Thomas, Cathy	Ontario FD
Guillaume, Ronda	Cathedral City FD	Tousignant, Carol	Morro Bay FD
Haglund, Nancy	Arroyo Grande FD	Villalpando, Terrie	Corona FD
Hollan, Mary	Ventura County FPD	Yanoscik, Kimberly	Monterey Park FD
Joyce, Carrie	Laguna Beach FD		
Le Cates, Lisa	El Segundo FD		
Lidster, Amy	San Miguel Consolidated FD		