



ADMINISTRATIVE FIRE SERVICES SECTION • SOUTHERN DIVISION

Quarterly Meeting Minutes September 14, 2010



AFSS Quarterly Meeting Minutes September 14, 2010 Hosted by El Segundo Fire Department

A. **Call to Order and Introductions:**

- President Becky Timmers called the meeting to order at 9:18 a.m.
- Sylvia Moreno, Hermosa Beach Fire Department, led the flag salute.
- Lisa LeCates, El Segundo Fire Department, provided the inspiration – Dog Lessons for People.
- Fire Chief Kevin Smith, El Segundo Fire Department, welcomed everyone to the meeting.
- The attendees gave self-introductions. There were three first time attendees: Michael Liongson (Beverly Hills), Marilyn McGee (Ontario) and Laura Walters (Los Angeles County).

B. **Consent Calendar:**

Members reviewed the Minutes of the June 11, 2010 meeting and Treasurer's Report.

Motion: Nancy Haglund (Five Cities) moved to approve the Consent Calendar. Christine Flores (Rancho Cucamonga) seconded the motion. **Vote: Unanimous.**

C. **Section Chief's Report:**

Chief Antonucci was not present and did not provide a report. He is still recovering for surgery and has only recently returned to work part-time.

D. **Correspondence Report:**

Corresponding Secretary Vicki Varnes was not present. Karen McCoy reported that no correspondence was received.

E. **President's Report:**

President Timmers reported that the Northern Division President, Joyce Engler, had stepped down. The new President is Bev Fuchs (Folsom), First Vice President – Sally Ross-Filgo (South Lake Tahoe), and Second Vice President – Lara Kelley (Sacramento Metropolitan).

President Timmers reported that the joint executive boards have agreed to an updated design of the logo. This logo would be the AFSS wording only with the CFCA color logo off to the side.

President Timmers reported that she, along with First Vice President Valerie Nellis, would be attending the CFCA conference in Riverside. Lisa LeCates, Christine Flores, Gloria Connors and Sandy Magallanez will be assisting with registration and Sylvia Moreno will be staffing the AFSS booth at the vendor fair. She will be reporting to Cal Chiefs the progress of the goals presented in Riverside: 1) Data Survey (being prepared by the Ad Hoc Committee) and 2) Resources outside AFSS (ongoing communications with Illinois Fire Service Administrative Professionals).

F. Committee Reports:

Bylaws Committee – Barbara Altizer

Barbara said there was nothing to report.

Communications Committee – Robin Brock

Robin reported that they are continually looking for items for the quarterly Fire Circle from the members. Members should submit their birth dates and anniversary dates to her if they would like them included in the newsletter. She has been in contact with Mikel Bullis regarding the Cal Chief website.

Conference Committee – Darilyn O'Dell

Darilyn reported that the conference is on schedule for April 13 – 15, 2011 at the La Quinta Resort. Most assignments have been distributed among the committee. The registration forms should be sent out in November.

Education Committee – Sandy Magallanez

Sandy reported that the letter to request speakers has been approved by the Executive Board and is posted on the website. She has established a database of the past speakers.

Historical Committee – Lisa LeCates

Lisa reported that Karen McCoy and Darilyn O'Dell have volunteered to scan archived documents. She still needs additional volunteers for this project. She has purchased a portable hard disk to hold all historical documents once they are all scanned. SnapFish is up and running. She presented step by step directions on how to get logged into the system to view photos. These directions will be posted to the website.

Membership Committee – Liz Dibb

Liz reported that we have two new members (both are present at this meeting.) She has received renewals from 80 members.

Ways and Means Committee – Sylvia Moreno and Ronda Guillaume

Sylvia reported that they will be offering two new items for sale (tee shirts and USB drives). These items should be available for purchase at the December meeting. The See's Candy Drive information (order form and brochure) will be fanned out next week.

G. Educational Program:

Massiel Ladron De Guevara, Public Information Officer with Chino Valley Fire District, presented "Public Education Outreach: Fire & Life Safety – Drowning Prevention."

H. Speed Committee Meetings:

Committee Coordinators gave brief overviews of what their committees were responsible for and encouraged members to join their committee.

I. Old Business:

Ad Hoc Committee Update - Lisa LeCates gave an overview of the process of developing the member information survey that was recently fanned out.

J. New Business:

Charitable Contributions

Treasurer Renae Rasmussen reported that she received two requests for the quarterly charitable contribution. After discussion, the \$100 charitable contribution will be given to Cynthia Carrascoc, nominated by her co-worker Svetlana Moure (Garden Grove). Cynthia's young niece was diagnosed with cancer and traveling to see specialists has created a financial burden on the family.

Upcoming Nominations and Election of Officers

Second Vice President Karen McCoy reported that she will be sending fan outs for Member of the Year and for the executive board positions up for election (Second Vice President, Recording Secretary and Treasurer.)

Reminder of December Meeting Date and Location

President Timmers reminded everyone that the December meeting will be held on Tuesday, December 14 in Rancho Cucamonga.

K. Round Table Discussion

Deanne Johansen, Big Bear City Fire – She is no longer receiving the same level of responses from her fan outs. Discussion took place regarding the difference between Forum fan outs versus direct email fan outs.

Pat Alvarez-Tibbits, Anaheim Fire – Their new Fire Chief, Randy Bruegman, starts on October 11.

Sandy Magallanez, Chino Valley Fire – Fire Chief Paul Benson retired on August 31 and his retirement party will be on October 2. Their Operations Deputy Chief Kirk Summers is the acting Fire Chief.

Becky Timmers, North County Fire – Rancho Santa Fe Fire Chief Nick Pavone will be retiring soon. His retirement party will be held October 30.

L. Adjournment

With no additional business to be brought forward, the meeting was adjourned at 1:10 p.m.

Darilyn O'Dell

Darilyn O'Dell
Executive Board, Recording Secretary

**September 14, 2010 Quarterly Meeting
Members in Attendance**

<u>Attendee</u>	<u>Agency</u>
Barbara Altizer	South Pasadena FD – Retired
Patricia Alvarez-Tibbits	Anaheim FD
Joyce Becker	Ontario FD
Robin Brock	Rancho Cucamonga FPD
Liz Dibb	San Miguel FPD
Christine Flores	Rancho Cucamonga FPD
Irma Gullickson	Fullerton FD
Nancy Haglund	Five Cities Fire Authority
Deanne Johanson	Big Bear City FD
Lisa LeCates	El Segundo FD
Michael Liongson	Beverly Hills FD
Sandy Magallanez	Chino Valley FPD
Marilyn McGee	Ontario FD
Karen McCoy*	City of Riverside FD
Sylvia Moreno	Hermosa Beach FD
Valerie Nellis*	Heartland Communications
Darilyn O'Dell*	San Miguel FPD
Renae Rasmussen*	North County FPD
Terrie Rubio	Corona FD
Ruth Slusher	Santa Fe Springs FD
Becky Timmers*	North County FPD
Carol Tousignant	Morro Bay FD
Sheila Waddell	Brea FD
Laura Walters	Los Angeles County FD

*Denotes Executive Board Members