



ADMINISTRATIVE FIRE SERVICES SECTION

CALIFORNIA FIRE CHIEFS ASSOCIATION SOUTHERN DIVISION

AFSS QUARTERLY MEETING MINUTES MARCH 11, 2003 HOSTED BY: MURRIETA FIRE DEPARTMENT

A. CALL TO ORDER/INTRODUCTIONS:

- President Rosa Hernandez, OES, called the meeting to order at 0915 hours and Fire Chief Phil Armentrout led the flag salute.
- Pastor Kenn Coil provided the inspiration. He thanked those who organized today's meeting. He gave an inspirational talk on fulfilling one's dream, even with limited resources. "Wherever you put your foot could be yours."
- Rosa thanked Joann Serven and Chief Armentrout for hosting today's meeting.
- Fire Chief Phil Armentrout, Murrieta Fire Department, welcomed everyone and thanked everyone for support during his illness.
- Self-introductions were given.

B. APPROVAL OF MINUTES:

The December 2002 Quarterly Meeting minutes were reviewed. Mary Hollan, Ventura County Fire moved to approve, Corrine Flores, Big Bear Lake Fire, seconded. Vote: All ayes. December 2002 Quarterly General Membership minutes approved as written.

C. TREASURER'S REPORT:

Treasurer's report given, stating recent transactions. It was suggested by President Hernandez that the Treasurer's Report not be placed on the Consent Calendar, as it was not something that needed to be approved; it was simply a report. It was agreed it should be moved to the Reports section of the Agenda. The annual Proposed Budget shall, however, be on the Consent Calendar, as it needed approval by the membership.

D. CORRESPONDENCE REPORT:

Nancy Haglund, Arroyo Grande Fire, stated that the following correspondence was received: 1) A thank you card from Carrie Joyce, thanking members for voting her Member of the Year for 2002 and an article was printed in the Laguna Beach newspaper announcing Joyce's award; 2) A letter to AFSS from Chief Bill

McCammon, Cal Chief's President, informing membership of Phil Garcia's position as liaison to CFCA Southern Division Training Officer's Section; and 3) A card received from Mary Hollan thanking membership for flowers sent following her back surgery. Outgoing correspondence: President Rosa Hernandez sent letters to Sylvia Diaz, Deanne Berry, Carrie Joyce, Barbara Mitchell, and Marti Hendrix, thanking them for representing AFSS at the 2003 Wildfire Summit January 15-17 in San Diego.

E. COMMITTEE REPORTS:

1. BYLAWS COMMITTEE:
Reported by: Cathy Beach, Atascadero FD
Executive Board has discussed changes with Barbara Altizer, and will propose to Northern Division. Karlana Rannals asked what would be approval mechanism if consensus received? Mary Hollan commented that the hope is to receive consensus at the joint EBoard meeting in April and approval at the June meeting.
2. COMMUNICATIONS COMMITTEE:
Reported by: Darilyn O'Dell, San Miguel FPD
The *FireCircle* was distributed, would like to receive comments from members. Web site has been modified.
3. EDUCATION COMMITTEE:
Reported by: Kathy Danskin, Orange County Fire Authority
Committee will have a brief brainstorming meeting following today's quarterly meeting. Encourages members to join the Education Committee. AFSS has received an opportunity through Training Officers at the fall symposium of Cal Chiefs, to have an AFSS education workshop. She has only received 8 responses. Will continue to accept additional membership responses for this great opportunity.
4. HISTORICAL COMMITTEE:
Reported by: Nancy Haglund, Arroyo Grande FD
Photo album updated with December quarterly meeting photos. Members may take copies of duplicates. After 8 years of being Historical Committee chairperson, Nancy will be stepping down. Position is open to anyone interested. Main duties are to take photos at meetings, keep the photo album updated, and archive documents. Nancy stated that it is time to provide an opportunity to someone new.
5. MEMBERSHIP COMMITTEE:
Reported by: Carrie Joyce, Laguna Beach FD
New member to the committee, Ronda Guillaume, will be responsible for keeping membership list updated. New badges were received but will be sent back to correct insignia mistake. The following new members were given a welcome pin and bag: Gloria Connors, Chino Valley Fire; Christine Flores, Rancho Cucamonga Fire; Ronda Guillaume, Cathedral City Fire, Sue McIlwain, Big Bear Lake Fire; Andi Ordaz, San Bernardino County Fire; Cathee Harris, OCFA; and Terrie Villalpando, Corona Fire. Membership Committee will meet after today's meeting. Anyone

interested is welcomed to attend. Brochures are available for members to take and distribute to potential members.

6. **WORKSHOP COMMITTEE:**

Reported by: Darilyn O'Dell, San Miguel FPD and Becky Timmers, North County FD

- A. The Workshop flyer was sent via Email. Workshop will be held October 28-30 in San Diego. Becky Timmers commented that speakers are scheduled and a fun event is being planned.
- B. Cathy Beach reminded the membership that a Ways and Means Committee is needed. Fire service button covers will be available for sale at the June meeting. Cathy asked that all Committee Coordinators submit a contact list of committee members to her as soon as possible.
- C. President Rosa Hernandez encouraged the membership to read the *FireCircle* and the letter she submitted. She shared an experience she went through at the Dixon workshop.

A fifteen-minute break was taken.

F. **EDUCATIONAL PROGRAM:**

Chief Armentrout gave a SEMS presentation and certificates were distributed to all in attendance.

President Rosa Hernandez thanked Chief Armentrout for his presentation and presented him with a certificate of appreciation.

G. **LIAISON CHIEF REPORT:**

Chief Armentrout gave a truly heartfelt report of his recovery and expressed deep appreciation for everyone's prayers and support.

H. **SPECIAL PRESENTATIONS:**

- 1. An appreciation plaque, on behalf of the AFSS membership, was presented to Karlana Rannals for her tenure as Treasurer on the AFSS EBoard from 1996-2002.
- 2. A certificate of recognition and an angel firefighter pin were presented to Darilyn O'Dell for being a Member of the Year nominee.
- 3. A certificate of appreciation was presented to Joann Serven for her efforts in hosting today's meeting. Joann was also presented a certificate of appreciation, which had not been given previously, for serving as chairperson of the Historical Committee in 1992.

Opportunity drawing held.

**LUNCH BREAK – 1135 HOURS
THE MEETING RECONVENED AT 1310 HOURS**

I. OLD BUSINESS:

1. Darci Bodin reviewed the donation guidelines background, which has typically been set at \$500, of which \$200 is for Member of the Year and the remaining \$300 is available for member requests. The ad hoc committee assigned to review and recommend guidelines has designed a form and established a procedure to handle requests for donations.

The floor was opened for discussion: Deanne Berry questioned putting any monies left over back into the general fund for the following year's budget. Karlana Rannals questioned what the time frame would be for submitting requests. Deanne commented that it might be difficult to plan/budget for emergency contributions. Darci stated that emergency situations would be brought to the membership for voting, and the annual charitable fund drives would be known in advance.

Mary Hollan commented that input from the Treasurer is needed. There is currently \$500 for charitable donations, of which \$200 is ear marked for Member of the Year. The remaining \$300 needs to be discussed. Mary suggested that requests be accepted at anytime during the year and given to the Treasurer, which would then be brought to the membership for voting. If funds are available for requests, the Treasurer will inform and advise membership. Chris Duker, OCFA, commented that the purpose is to take emotion out of the urgent feeling to help in a moment of crisis. Everyone agreed a plan is needed.

Marti Hendrix commented that each member who has a donation request should submit a form to the EBoard so the Board may choose three organizations to donate \$100 to. The decision will be brought to the membership. Following discussion, it was decided to table the discussion until the June meeting, and that Darci Bodin will include today's discussion in the committee's proposed guidelines and form, and fan out for review.

2. Carol Tousignant informed the members that the June meeting would be Friday, June 6 at the Atascadero Lake Pavilion. Two great speakers are scheduled. Everyone is welcome.

J. NEW BUSINESS:

1. Cathy Beach-Cal Chiefs Brochure, Logo & Slogan:
At Cal Chiefs Strategic Planning meeting in Dixon, it was discussed that a new marketing tool is needed to encompass all sections of Cal Chiefs. It was decided that this tool would be in the form of a brochure. AFSS has been asked to produce the brochure and the FPO section agreed to assist. A draft brochure will be submitted to someone who has graphic experience for input. Cathy presented two examples of a brochure and asked for an AFSS volunteer to assist in preparation. Sylvia Diaz volunteered to work on the brochure. Cal Chiefs discussed using the slogan "leading the California fire service into the future." Cal Chiefs is

also looking for other marketing ideas to promote the organization. Cathy asked members to send ideas to her.

2. Rosa Hernandez reminded membership that Cal Chiefs logo is not new, but that all sections will be using it now. T-shirts will be available for purchase soon. Northern Division has purchased polo T-shirts available for \$30 at the next meeting.
3. Rosa Hernandez-Quarterly meeting fee increase:
The EBoard is proposing to raise the quarterly meeting fee to \$25. With fees rising for hotel rates, meeting rooms, etc., there is a need for the increase. The additional \$5 will help pay for morning snacks.
Non-member fee will increase from \$25 to \$30. Mary Hollan stated that it was difficult to host a meeting at the current \$20 rate. Mary Hollan moved to approve increase, Kathy Danskin seconded. Christine Flores asked if \$25 is enough and President Rosa Hernandez stated that at this time it seems reasonable to host a meeting for that amount. Vote: All ayes.
Fee increase will take effect at the September Quarterly Meeting.
4. Rosa Hernandez-Nomination Committee:
Two positions, Second Vice President and Corresponding Secretary, are open. The President is given the task of appointing members to serve on committee. President Rosa Hernandez asked Ronda Guillaume, Cathedral City Fire, and Corinne Flores, Big Bear Lake Fire, to serve on the Nomination Committee. Rosa commented that her work on the AFSS board has helped her to move up on the career ladder. She encouraged membership to submit nominees for the two open positions. Mary Hollan, Ventura County Fire, has designed the nomination form and descriptions of open positions. They will be posted on the website. She encouraged all members to volunteer to assist on committees also. Mary shared the following quote from John Steinbeck: "It is the nature of man to rise to greatness, if greatness is expected of him." Mary encouraged all to be involved with the organization. To open nominations, Mary nominated Nancy Haglund for position of Second Vice President.
5. Announcement:
Carrie Joyce was recognized in December as Member of the Year. Carrie has chosen the Quest for Burn Survivors organization to receive her charitable contribution of \$200.

K. INFORMATION EXCHANGE:

1. Joyce Becker, Ontario Fire-mentioned there had been many changes in her department. Recently the position of Fire Prevention moved to the City Hall Building Department.
2. Kathy Danskin stated that OCFA along with Orange County Fire Chiefs would host Cal Chiefs workshop in September at the Hyatt Regency in Irvine.

3. Barbara Mitchell, Riverside Fire-stated the City Council approved a Fire Bond Measure for the November ballot. The Kiwanis Club donated an accelerant canine to Arson Task Force.
4. Carrie Joyce, Laguna Beach Fire-stated she attended the Wildland Fire Summit in January and found it interesting and a lot of fun. Each attendee and AFSS member was assigned to one of the 8 groups, and each brainstormed on many topics. It was impressive to see so many different attendees able to brain storm for such a long period of time without running out of ideas.
5. Deanne Berry, Big Bear City Fire-reminded members that being asked to do things for Cal Chiefs, through AFSS, benefits each of us personally as well as the organization and our departments. Deanne stated she had distributed several fan-outs recently and has received a great response.
6. Corinne Flores-Big Bear Lake Fire-has used information from fan-outs and appreciates quick responses. A tractor-trailer received from a beverage company will be used for confined space rescue equipment. Big Bear Lake is pursuing a JPA with local hospital, and will have an ambulance within a month.
7. Karlana Rannals, Rancho Santa Fe Fire-stated they opened a new fire station in the Forest Ranch area. The station was built free of charge through contract with contractors. Reviewing property in Fair Banks Ranch area for construction of another new fire station, again through contractors. Karlana thanked the members for information she requested regarding Fire Marshal. She is involved in IAAP and will attend training on May 16 at the Westin in Pasadena. Keynote speaker will be an artist who encourages people to look outside the box. If anyone is interested, the information can be found on the IAAP website.
8. Becky Timmers, North County Fire-thanked everyone for the fan-out of the Administrative Secretary flyer.
9. Judy Blumburg, Palm Springs Fire-said the desert community would have an earthquake drill on March 19, with many agencies participating.
10. Joann Serven, Murrieta Fire-stated her department is having a barbeque on April 16.
11. Mary Hollan, Ventura County Fire-stated that the Workshop Scholarship Program flyer and letter of interest are available. Scholarship pays for registration to conference and hotel accommodations. Two recipients will share room accommodations. Encouraged all to attend workshop. Membership brochures are also available. "Be a member, recruit a member." Reminded members to view website as often as possible. Darilyn O'Dell has done wonderful work on the website.
12. Cathy Beach, Atascadero Fire-stated a FEMA grant was awarded for \$167,000 for SCBAs. Her department has applied for new FEMA grant.

Thanked AFSS Members who attended the Wildland Summit.
Atascadero Fire is hiring one firefighter. City budget doing well due to great planning. New GPS system received.

Cathy shared with the membership that the opportunity for her and her family to move to Quincy, CA has arose. She asked the membership for their opinion on whether she should stay on to serve out her term and move into position of President for the Southern Division. Corinne Flores commented that everyone should follow their dreams and she supports any decision made. Mary Hollan commented that Cathy is asking for membership input and support so that she can make the decision to stay and fulfill term.

L. ADJOURNMENT:

No further business was to be brought before the attendees. The meeting adjourned at 1430 hours.

Sylvia Diaz

Sylvia Diaz, Recording Secretary

March 2003 Meeting Attendees

Armentrout, Phil	Chief, Murrieta FD	Hendrix, Marti	Riverside FD
Bailey, Jolene	Rialto FD	Hernandez, Rosa	OES
Beach, Cathy	Atascadero FD	Hollan, Mary	Ventura County FPD
Becker, Joyce	Ontario FD	Joyce, Carrie	Laguna Beach FD
Berry, Deanne	Big Bear City FD	Lidster, Amy	San Miguel FD
Best, Brenda	Orange County FA	Mcllwain, Sue	Big Bear Lake FD
Blumburg, Judy	Palm Springs FD	Martinez, Luz	Vernon FD
Bodin, Darci	Orange County FA	Mitchell, Barbara	Riverside Fire FD
Brock, Robin	Rancho Cucamonga FD	Mitchum, Cathy	Chino Valley FPD
Connors, Gloria	Chino Valley IFD	O'Dell, Darilyn	San Miguel FPD
Danskin, Kathy	Orange County FA	Ordaz, Andi	San Bernardino County FD
Dennis, Jodie	Monrovia FD	Rice, Laurie	San Bernardino County FD
Diaz, Sylvia	Hermosa Beach FD	Rannals, Karlana	Rancho Santa Fe FPD
Duker, Chris	Orange County FA	Robbins, Diane	North County FD
Flores, Christine	Rancho Cucamonga FD	Scott, Mary	Chino Valley IFD
Flores, Corinne	Big Bear Lake FD	Serven, JoAnn	Murrieta FD
Guillaume, Ronda	Cathedral City FD	Soldan, Martha	Orange County FA
Gullickson, Irma	Fullerton FD	Sullenger, Diane	La Habra FD
Haglund, Nancy	Arroyo Grande FD	Timmers, Becky	North County FD
Hall, Pat	Orange County FA	Toney, Becky	San Bernardino County FD
Harris, Cathee	Orange County FA	Tousignant, Carol	Morro Bay FD
		Villalpando, Terrie	Corona FD