



## **ADMINISTRATIVE FIRE SERVICES SECTION**

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

#### **AFSS EXECUTIVE BOARD MEETING JANUARY 27, 2006 CHINO VALLEY FIRE DEPARTMENT**

##### **Members Present**

Ronda Guillaume – *President*  
Mary Scott – *1<sup>st</sup> Vice President*  
Sylvia Diaz – *2<sup>nd</sup> Vice President*  
Becky Timmers - *Treasurer*  
Kathy Ford-Brodersen – *Recording Secretary*

##### **Call to Order**

President Guillaume called the meeting to order at 09:18 hours.

##### **Review and Approval of November Executive Board Meeting Minutes**

Some changes were noted and corrected on the November Executive Board minutes.

**MOTION:** Treasurer Timmers moved to accept the minutes as corrected. 2<sup>nd</sup> Vice President Diaz seconded the motion. Vote: All ayes. Motion approved.

##### **Review and Approval of December Quarterly Meeting Minutes**

Some changes were noted and corrected on the December Quarterly minutes.

**MOTION:** 2<sup>nd</sup> Vice President Diaz moved to accept the minutes as corrected. 1<sup>st</sup> Vice President Scott seconded the motion. Vote: All ayes. Motion approved.

##### **Review of Agenda for March 14, 2006 Quarterly Meeting**

President Guillaume reviewed the agenda, she reminded Treasurer Timmers to ask for budget requests at the meeting. Recording Secretary Brodersen will develop a standard sign-in sheet for the quarterly meetings. This template will be added to the meeting rules for the hosting agencies. The board approved the agenda with changes.

##### **Charitable Contributions**

No requests were received this quarter.

President Guillaume suggested that this quarter's donation be made to Esperanza High School in Chief Armentrout's name. The board agreed unanimously.

President Guillaume told the board that a scrapbook was being made for the Armentrout family with pictures of the Chief from past AFSS functions.

## **Committee Reports**

1<sup>st</sup> Vice President Mary Scott reported on the following committees:

Ad-Hoc – The committee submitted a written report. They are working on a survey for non-attendees, which may include phone calls. They requested a fan-out to inform members of the new 2006 meeting locations.

Education – They have completed their work with the conference committee and are working on an education topic with the March quarterly meeting host. They will be looking for a new coordinator, as Christine Flores will be seated on the board in April.

Historical – They submitted a written report. They are continuing to collect and archive AFSS documents and pictures. They supplied Darilyn O'Dell with pictures for a memorial presentation for Chief Armentrout. They also supplied pictures for a scrapbook being made for his family.

Membership – No report.

By Laws – No report.

Ways & Means – The final profit on the See's Candy fundraiser was \$1200.54. It was suggested a perpetual tiara or something similar be given to the highest seller, and then passed on each year.

The board discussed using some of the See's Candy fundraising profits for a scholarship to the Cal Chief's Conference. Ronda had received a suggestion from Barbara Altizer to name the Cal Chief's Conference Scholarship in memory of Chief Phil Armentrout. The board agreed on the following parameters:

- The scholarship will be awarded annually when the See's Candy fundraiser from the previous December posts excess net profit of \$500.
- The scholarship forms will be sent out by February 1<sup>st</sup> of each year. These must be received from interested members by the March quarterly meeting. The recipient will be drawn each year at the AFSS Conference.
- The Treasurer will distribute the scholarship forms.
- The Corresponding Secretary will fan out the information to the members.
- The scholarship shall be called the "Phil Armentrout Conference Scholarship"

2<sup>nd</sup> Vice President Diaz noted that several cases of AFSS zippered binders were found, the board agreed to present one to all first time attendees at the quarterly meetings.

Due to a large inventory of miscellaneous ways & means items, the board approved to immediately discount these items to reduce the inventory. The board discussed selling AFSS clothing items at the quarterly meetings. Samples and order forms could be displayed at the meetings.

### **Conference Scholarship**

The board reviewed the scholarship applications received. They were from Allison Dickerson of Redlands Fire, and Patricia Alvarez of Anaheim Fire; both have been members since 2005.

After much discussion the board awarded the AFSS Conference Scholarship to Patricia Alvarez of Anaheim Fire.

### **AFSS Conference Update**

Treasurer Timmers updated the board on the status of the upcoming April conference:

- As of this meeting, 19 registrations have been received.
- All the speakers are lined up.
- The give-aways are being selected.
- Microsoft will be providing CD's of the class handouts and information.
- No sponsorships have been received.
- Becky and Darilyn will do a facility walk-through sometime in February.

The Joint Executive Board will meet on Tuesday, April 4<sup>th</sup> at 10 a.m. and the Southern Division Board will meet on Monday, April 3<sup>rd</sup>, sometime in the afternoon. The meeting locations will be announced at a later time.

2<sup>nd</sup> Vice President Diaz distributed a draft vendor faire brochure to the board. The various sponsorship levels were discussed and suggestions were given. It was decided to remove the sponsorship information from the vendor faire brochure.

### **Executive Board Duties and Responsibilities Review/Update**

The board reviewed the calendars and duties for each board position. Changes were made as needed. All board members are to send their updated calendars and duties to President Guillaume.

### **Dixon Report**

President Guillaume reported on the trip to Dixon and the Cal Chief's strategic planning meeting. The various Cal Chief's sections were represented by 2 members each.

Items of interest were:

- Chief Warren reported that the pension issue is currently off the table.
- The California Police Officer's Association has endorsed another candidate for governor.
- The Federal government has asked states that have mutual aid plans (only 4) to assist the states that do not.
- The majority of the 2005 goals are complete. Most of the work remaining is within the Legislative Division.
- The Cal Chief's Conference will be in Southern California again this year, possibly in Riverside.

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- AFSS was asked to assist with conference registration. They will in-turn waive conference registration fees for AFSS members who assist with the event. A discount will be given to other AFSS members who would like to attend.

**Liaison Chief Report**

Chief Putney was not present but spoke with President Guillaume and was sorry he couldn't make the meeting. He sent her information on accreditation of the PRP and information on the Certified Municipal Clerk's Certification.

**PRP Policy Review**

Ronda distributed a PRP policy addendum for review. A two-year and three-year requirement was placed on Level I & II respectively. The board discussed the time requirement and agreed it should not be included in the PRP; length of service should be left to the discretion of the individual agency. President Guillaume will forward our recommendation to Cal Chiefs.

**Adjournment**

President Guillaume adjourned the meeting at 15:16 hours.

*Kathy Ford-Brodersen*

Kathy Ford-Brodersen  
Executive Board, Recording Secretary