



## ADMINISTRATIVE FIRE SERVICES SECTION

### CALIFORNIA FIRE CHIEFS ASSOCIATION SOUTHERN DIVISION

#### AFSS QUARTERLY MEETING MINUTES

JUNE 13, 2006

HOSTED BY: ONTARIO FIRE DEPARTMENT

LOCATION: CORONA FIRE TRAINING FACILITY

#### A. CALL TO ORDER/INTRODUCTIONS:

- President Mary Scott called the meeting to order at 09:05 hours.
- Marie Brandt, Ontario F.D., led the flag salute.
- Joyce Becker, Ontario F.D., read an inspirational story, "The Little Things", about the survivors of 911 and how we are where we need to be at each moment.
- Jacob Green, Disaster Preparedness Specialist from Ontario Fire welcomed the group to the meeting on behalf of Ontario Fire Chief Chris Hughes.
- Corona Fire Chief/Cal Chiefs President, Mike Warren, welcomed the group to the Corona facility. He thanked the group for all the work they do for their agencies and Cal Chiefs. He mentioned that he had enjoyed attending the conference at the Queen Mary.
- The attendees made self-introductions. Jenny Thompson, San Bernardino County Fire, was introduced as a visitor.

#### B. APPROVAL OF MINUTES:

The March 2006 Quarterly Meeting minutes were distributed and reviewed. No corrections were made.

**MOTION:** Deanne Johanson moved to accept the March 2006 Quarterly Meeting minutes as distributed. Nancy Haglund seconded the motion. Vote: All ayes.

The March 2006 meeting minutes were approved with no corrections.

#### C. APPROVAL OF TREASURER'S REPORT:

The May 31, 2006 Treasurer's Report was distributed to the attendees for review.

**MOTION:** Celia Contreras moved to accept the Treasurer's Report dated May 31, 2006. Terrie Villalpando seconded the motion. Vote: All ayes.

The May 31, 2006 Treasurer's Report was approved as submitted.

#### D. SECTION CHIEF REPORT:

Chief Putney was not present. No report given.

**E. CORRESPONDENCE REPORT:**

Corresponding Secretary Roberta Mirzayans described to the group her challenges with the Cal Chiefs website this month. She reported the following:

Incoming correspondence:

- A thank you card from Chino Valley Fire Chief Paul Benson for the donation to the Humane Society and Senior Citizen's Center in Montana in his father's memory.

Outgoing correspondence:

- A card was sent to Terrie Villalpando of Corona Fire, congratulating her on her promotion to Office Manager.
- A card was sent to Martha Soldan of Orange County FA, congratulating her on her retirement and move to Texas.

**F. COMMITTEE REPORTS:**

**Bylaws Committee**

***Reported by:*** Barbara Altizer

Nothing to report.

**Communication Committee**

***Reported by:*** Darilyn O'Dell

Darilyn reported that the most recent edition of the "Fire Circle" was sent to all members last week.

**Conference Committee**

***Reported by:*** Darilyn O'Dell, Becky Timmers

Becky Timmers reviewed a survey that was sent to attendees regarding the conference. She reported that there was very good feedback. The conference checking account was left with a balance of \$2000 as per the bylaws. There was a final profit of \$8.40, in which \$4.20 will be sent to the Northern Section. Sylvia Diaz reviewed the events vendor night and was pleased with the success. Pictures taken at the conference are now available on "Snapfish", thanks to Joyce Becker.

**Education Committee**

***Reported by:*** Christine Flores

Christine Flores reported that they are still looking for an education committee coordinator. She encouraged members to step up, either for the coordinator or the committee. It is a very rewarding position. \*At the end of the meeting, Celia Contreras of Santa Fe Springs Fire volunteered to coordinate the committee.

**Historical Committee**

***Reported by:*** Joyce Becker

Joyce Becker reported that she continues to archive photos on "Snapfish". She has been corresponding with the Northern Division helping them set up their site.

**Membership Committee**

***Reported by:*** Terrie Villalpando

Terrie Villalpando reported that the membership directory was recently emailed to everyone. Please send any corrections to her. She also recently sent out 165 new membership applications to agencies that were not currently represented.

### **Ways & Means Committee**

***Reported by: Amy Lidster***

Amy Lidster brought some new sample items for the group to review. Everyone agreed the water bottle would be a good seller. Sylvia Diaz mentioned that we currently have a vendor who already has our logo set up for clothing items. Various style samples and sizes could be displayed at the meetings. Members could then order items individually. Pictures could also be taken and posted on the website for members who do not attend meetings. Amy will take the group's feedback into consideration.

### **G. EDUCATIONAL PROGRAM:**

Jacob Green, Disaster Preparedness Specialist from Ontario Fire presented an excellent educational program entitled, "The Role of Administrative Staff During a Crisis".

### **H. OLD BUSINESS:**

#### **Chief Armentrout CFA Conference Scholarship**

Becky Timmers discussed the newly developed "Chief Armentrout Cal Chiefs Conference Scholarship". Seven applications were received. Irma Gullickson from Fullerton Fire was drawn as the scholarship recipient. The conference will take place in October 2006 in Riverside.

#### **Review and Approval of 2006/2007 Budget**

Becky Timmers had previously emailed the proposed 2006/2007 budget to all members. She received a suggestion from Mary Hollan of Ventura FPD, that the membership consider only sending the President or Vice President, not both, to the Legislation Day and Dixon to save money. The group discussed the issue and agreed that both positions should attend each of the meetings. Occasionally, the Officer's agencies will cover the cost of these trips.

**MOTION:** Lisa LeCates made a motion to approve the 2006/2007 Budget as submitted. Shelly Hill seconded the motion. Vote: All Ayes.

The 2006/2007 FY Budget was approved as submitted.

### **I. NEW BUSINESS:**

#### **Quarterly Charitable Contribution**

A request was made to make a donation to the Montana Humane Society or Senior Citizen's Center in the name of Paul Benson Sr., father of Chino Valley Fire Chief Paul Benson, who recently passed away. The decision was unanimous to donate \$50

each to the Montana Humane Society and the Montana Senior Citizen's Center in the name of Paul Benson, Sr.

A thank you card was received from Chief Paul Benson and a mention was made in the Humane Society newsletter.

### **Joint Executive Board Meeting Update**

The Joint Executive Board meeting was held prior to the conference at the Queen Mary in Long Beach. The Training Officers Section requested help from the AFSS with registration at their 2007 Conference. It was decided that each section would send two representatives to the strategic planning meeting in San Simeon. They would shadow the registration committee at the 2006 Conference, in preparation for the 2007 Conference. Sherre Nissley from Moreno Valley Fire and Lynn Pearson from Grover Beach FD have volunteered to represent the Southern Division.

The divisions reviewed and discussed the final Professional Recognition Program draft. Both groups agreed to eliminate the time of service requirement.

The Northern Division recommended the divisions rotate working on the bylaws each year. Barbara Altizer, the Southern Division Bylaws Coordinator, is not in favor. The Southern Division Board will discuss this and bring our recommendation to the Joint Executive Board meeting in October.

### **Nomination Committee**

Christine Flores will be sending out flyers requesting nominations for 2<sup>nd</sup> Vice President, Treasurer and Recording Secretary whose terms are up in April 2007. She encouraged everyone to think about participating at a higher level. She reminded everyone that we all have so much to offer and how great an experience it is to participate.

## **J. ROUND TABLE DISCUSSION:**

*Brenda Best, Orange County FA* – She mentioned she enjoyed being on the membership side of the meeting.

*Martha Soldan, Orange County FA* - This will be her last meeting; she is retiring and moving to Texas.

*Deanne Johanson, Big Bear City FD* - They had their first brush fire of the season. She is still working on fundraising for her upcoming Avon Breast Cancer Walk in November.

*Colleen O'Keefe, West Covina FD* – They are testing for new firefighter/paramedics and holding promotional exams for captain and engineer.

*Sandy Magallanez, Chino Valley FPD* – They are in the process of recruiting for firefighter/paramedic. They expect their new station to be completed in August. The department is preparing for a fireworks presentation.

*Carol Tousignant, Morro Bay FD* – Her department has just ordered a new triple wide trailer for their new station.

*Barbara Altizer, South Pasadena FD (retired)* – She is enjoying retirement. South Pasadena now has a part-time fire chief.

*Nancy Haglund, Arroyo Grande FD* – They have been working hard at weed abatement and fireworks plans.

*Carol Montag, San Bernardino County Fire* – If their new budget is approved, they will be hiring two (2) assistant chiefs. They just graduated their first fire captain's academy. They also have a new fire chief.

*Jenny Thompson, San Bernardino County Fire* – She thanked everyone for letting her sit in on the meeting.

*Alicia Hernandez, Chula Vista FD* - Her department has just acquired a new light/air rescue rig.

*Lisa LeCates, El Segundo FD* – She wanted to know if home addresses are being sold by Cal Chiefs. She has had a flood of political calls since registering her home information. The board was asked to check on this information. Deanne Johanson reiterated that they have been getting a flood of men's magazines at their department and have traced it to a firefighter's mail list.

*Shelly Hill, Pala FD* - They have hired three (3) seasonal firefighters and have broken ground on their new station.

*Celia Contreras, Santa Fe Springs FD* – They will be hiring an additional fire inspector. They will also be hiring 2 or 3 new firefighters. Their Fire Chief will be retiring in December; they will begin the recruitment for a new chief in July.

*Judy Reed, Coronado FD* - Their Chief is proposing a new ladder company to the city council; they are still in the approval process. They have hired a consultant to update their emergency plan.

*Joyce Becker, Ontario FD* – Their fire records clerk was recently promoted to fire safety specialist.

*Marie Brandt, Ontario FD* – Their firefighters union contributed \$250 towards opportunity drawing items for today's meeting. She thanked everyone else who brought items for the drawing.

*Terrie Villalpando, Corona FD* – They are currently recruiting for nine (9) firefighter positions. Their new office assistant will be joining AFSS. They have a new prevention inspector.

*Kathy Ford-Brodersen, North County FPD* – Her department is finally getting settled from their reorganization that began in January.

*Becky Timmers, North County FPD* – She is looking for written policy on the CERT program. If anyone has one, please email it to her.

*Christine Flores, Rancho Cucamonga FD* – Her department just graduated their tenth fire academy, where they hired 9 new firefighters. They are continuing to still recruit new firefighters. They completed an engineer's exam last week. A new temporary fire station will open soon.

*Roberta Mirzayans, Burbank FD* – They just received a new haz-mat vehicle. They have several new firefighters in the background process. There will be many promotions in the near future. Their PERS Miscellaneous Employees retirement has been increased from 2% at 55 to 2.5% at 55. The department received a grant from Fireman's Fund that will be used for a new flashover training building.

*Sylvia Diaz, Hermosa Beach FD* – They are in the process of hiring two (2) full time firefighters from their reserve program, this is the first time they have hired directly from the program. On May 9 they had one of the largest fires in their history, Sharkeez Bar near the pier was destroyed. She discussed her experiences with this incident and expressed the importance of keeping appropriate clothes at work for unexpected emergencies.

*Mary Scott, Chino Valley FPD* – She mentioned that her and Sylvia Diaz had recently attended Cal Chiefs Legislation Day and what a wonderful experience they had. The State Fire Marshal discussed new training classes and Governor Schwarzenegger made a presentation.

**K. ANNOUNCEMENT:**

President Scott welcomed Christine Flores and Roberta Mirzayans to their first quarterly meeting as new board members. Barbara Altizer also expressed her thanks.

Nancy Haglund announced that she is looking forward to hosting the next quarterly meeting that will be held in Arroyo Grande on Friday, September 15<sup>th</sup>.

**L. ADJOURNMENT:**

With no further business, President Scott adjourned the meeting at 13:10 hours. The next meeting will be held on Friday, September 15, 2006 and will be hosted by Arroyo Grande Fire in Arroyo Grande.

**Kathy Ford-Brodersen**

Kathy Ford-Brodersen  
Executive Board, Recording Secretary

AFSS Quarterly Meeting Minutes  
June 13, 2006

AFSS Southern Division  
Quarterly Meeting Attendees  
June 13, 2006

Altizer, Barbara	So. Pasadena FD (retired)
Becker, Joyce	Ontario FD
Brandt, Marie	Ontario FD
Best, Brenda	OC Fire Authority
Brock, Robin	Rancho Cucamonga FD
Brosnan, Fran	Ontario FD
Connors, Gloria	Chino Valley FPD
Contreras, Celia	Santa Fe Springs FD
Dennis, Jodie	Monrovia FD
Diaz, Sylvia*	Hermosa Beach FD
Dunne, Marta	Corona FD
Flores, Christine*	Rancho Cucamonga FD
Ford-Brodersen, Kathy*	North County FPD
Haglund, Nancy	Arroyo Grande FD
Hernandez, Alicia	Chula Vista FD
Hill, Shelly	Pala FD
Johanson, Deanne	Big Bear City FD
LeCates, Lisa	El Segundo FD
Lidster, Amy	San Miguel Con. FPD
Magallanez, Sandy	Chino Valley FPD
Mirzayans, Roberta*	Burbank FD
Montag, Carol	San Bernardino County FD
O'Dell, Darilyn	San Miguel Con. FPD
O'Keeffe, Colleen	West Covina FD
Reed, Judy	Coronado FD
Scott, Mary*	Chino Valley FPD
Slusher, Ruth	Santa Fe Springs FD
Soldan, Martha	OC Fire Authority
Thomas, Cathy	Ontario FD
Thompson, Jenny	San Bernardino County FD (guest)
Timmers, Becky*	North County FPD
Tousignant, Carol	Morro Bay FD
Villalpando, Terrie	Corona FD

\*Denotes Executive Board members