



ADMINISTRATIVE FIRE SERVICES SECTION

CALIFORNIA FIRE CHIEFS ASSOCIATION SOUTHERN DIVISION

AFSS QUARTERLY MEETING MINUTES

SEPTEMBER 10, 2004

HOSTED BY: BIG BEAR CITY & BIG BEAR LAKE FIRE DEPARTMENTS

A. CALL TO ORDER/INTRODUCTIONS:

- President Nancy Haglund called the meeting to order at 0935 hours.
- Deanne Berry, Big Bear City FD, led the flag salute.
- Corinne Flores, Big Bear Lake FD, provided the inspiration entitled “Be a Queen” written by Oprah Winfrey, from the book *Chicken Soup for the Woman*.
- Ken Hammond, Fire Chief, Big Bear Lake and Dana Van Leuven, Fire Chief, Big Bear City FD, welcomed everyone to the meeting.
- Self-introductions were given.

B. APPROVAL OF MINUTES:

The June 2004 Quarterly Meeting minutes were reviewed.

The following corrections were made:

1. Page 1, Item C. Approval of Treasurer’s report-March meeting hosted by **Monterey Park FD**.
2. Page 7, Item 15, correct spelling of Ukraine.

MOTION: Barbara Altizer, South Pasadena FD, moved, Corinne Flores, Big Bear Lake FD, seconded. Vote: All ayes. The June 2004 Quarterly Meeting minutes were approved with corrections.

C. APPROVAL OF TREASURER’S REPORT:

Carol Tousignant reported the combined total of available funds is currently \$17,226.45. The June meeting profited \$827.84.

Profit & Loss Statement for 2003/2004 after paying Cal Chiefs dues will be approximately \$2,000.00.

MOTION: Joyce Becker, Ontario FD, moved, Lisa LeCates, El Segundo, seconded. Vote: All ayes. The Treasurer’s Report was approved as submitted.

D. SECTION CHIEF REPORT:

Chief Armentrout reported on his cancer recovery and thanked the membership for their thoughts and prayers.

E. CORRESPONDENCE REPORT:

Sylvia Diaz, Hermosa Beach FD, reported the following:

The following correspondence was received:

1. Thank you from Barbara Altizer for retirement badge and clock.
2. Thank you from Mickey Rinder, Diane Write, and Lisa LeCates, El Segundo Fire Department, for the charitable contribution to the Eric Burns Fund awarded in June.
3. Thank you from Mary Hollan, Ventura County FPD, for the charitable contribution to the Brandon Garnsey fund awarded in March.

The following correspondence was sent:

1. Thinking of you card to Sylvia Diaz for her father's illness.
2. Get well card for John Esquivel, Sylvia Diaz's father for his illness.
3. Hope you are feeling better card to Steve Dirksen, Eileen Dirksen's husband.
4. Get well soon card to Amy Lidster for recent surgery.
5. Congratulations letter to Fire Chief Michael W. Davis, Burbank Fire Department, for retirement after 35 years of service.

F. COMMITTEE REPORTS:

1. BYLAWS COMMITTEE

Reported by: Ronda Guillaume, Cathedral City FD

Reported that there was communication between the north and south regarding the Bylaws; however, there are still some changes to be made. Barbara Altizer volunteered to serve on the Bylaws committee once again.

As this committee, and several others are in need of members, Deanne Berry suggested having sign up sheets at each meeting for committee volunteers. Sign up sheets are available at today's meeting.

2. COMMUNICATIONS COMMITTEE
Reported by: Ronda Guillaume, Cathedral City FD
Ronda Guillaume thanked Darilyn O'Dell, San Miguel FPD for all of her hard work with the Fire Circle and the website.
3. WORKSHOP COMMITTEE
Darilyn O'Dell, San Miguel Consolidated FPD and Becky Timmers, North County FPD agreed to once again chair the April 2006 Workshop and are looking for committee members. Deanne Berry, Big Bear City FD volunteered to serve on the Workshop Committee.
4. EDUCATION COMMITTEE
Reported by: Ronda Guillaume, Cathedral City FD
At this time there are no committee members. Ronda stressed the importance of having this committee, as education is an important aspect of the association, our personal lives, and our careers.
5. HISTORICAL COMMITTEE
Reported by: Joyce Becker, Ontario FD
Joyce reported that the committee is collecting items for storage. She stated that the committee is beginning to store items electronically and asked the members to send any items as an attachment via email. Photos of the June meeting were included in the recent Fire Circle.
6. MEMBERSHIP COMMITTEE
Reported by: Terrie Villalpando, Corona FD
Terrie reported that 123 members are registered, of which 19 are new members. Marta Dunne, Corona FD, distributed the Membership Directory and asked members to submit changes and/or corrections to her. The directory will also be available via email.
7. WAYS & MEANS COMMITTEE
Reported by: Sylvia Diaz, Hermosa Beach FD
Sylvia reported that the following items would be available for purchase at each meeting:
 1. AFSS Logo Binder
 2. AFSS Logo Candle
 3. AFSS Logo Lunch Bag
 4. AFSS CAL Chiefs ID/Badge Clip (lanyard)
 5. AFSS Logo "Cyber Board" –computer bulletin board
 6. AFSS Logo Pin (available soon)
 7. Survival Kit

The order form will be available on the website soon, and the possibility of having items mailed for a nominal fee.

Sylvia once again asked for members to volunteer for this committee, as she is the only person currently on the committee. Marta Dunne, Corona FD and Sue McIlwain, Big Bear Lake FD, both volunteered to serve on this committee.

Sees Candy Fundraiser

In 2003 AFSS made a profit of close to \$300.00 by selling See's Candy at Christmas. Treasurer Tousignant wondered if members were interested in doing this again. A show of hands indicated they were. Information will be sent out to all members about this in the coming month with the brochures and order forms. Samples brochures were available for those that wished to see them. If all members would sell just one box, we could exceed the profit for 2003.

G. OLD BUSINESS:

1. Bylaws
Previously covered.

H. NEW BUSINESS:

1. Standard Guidelines – President Nancy Haglund, Arroyo Grande FD
Nancy reported that each division has its own Standard Guidelines. One of the items agreed upon at the Joint meeting in April was for the Guidelines to have specific duties and responsibilities for the one voice. They were added on page 10. On the sample agenda in the Guidelines the following was added to the bottom of the agenda: “Those attending this meeting will have one ticket entered in a drawing for a free registration to the 2005 Workshop.”

The Eboard agreed that the term years be added to the Eboard positions. The Guidelines are available on the AFSS website.

2. Quarterly Charitable Contributions – President Nancy Haglund, Arroyo Grande FD
The following three requests were received:

1. Diane Sullenger, La Habra FD, submitted a request for Ryan Geib, the son of Fire Captain Geib, who was involved in a vehicle accident and is in need of physical therapy for a brain injury.
2. Mary Hollan, Ventura County FPD, submitted a request for the Ronald Reagan Presidential Foundation to support programs and activities at the Ronald Reagan Presidential Library and Museum.
3. Sandra Magallanez, Chino Valley FPD, requesting financial support for a little league team for travel expenses.

The charitable contribution for the current quarter was awarded to Dirk Geib, son of Fire Captain Geib.

3. Workshop 2005 Scholarship Program – Mary Scott, Chino Valley FPD
Mary reported that the 2005 Workshop would be held in April 2005 in South Lake Tahoe. Letters of interest should be submitted to Mary by January 24, 2005.
4. Nominations for 2nd Vice President, Treasurer & Recording Secretary – Mary Scott, Chino Valley FPD
Mary reported that the nominees who have accepted the positions are 2nd Vice President- Sylvia Diaz, Hermosa Beach FD; Treasurer- Becky Timmers, North County FPD; Lisa LeCates, El Segundo FD nominated Kathy Ford-Brodersen, North County FPD, for the position of Recording Secretary. Kathy accepted the nomination.

MOTION: Lenora Viveros, Ventura City FD, moved, Corrine Flores, Big Bear Lake FD, seconded. Vote: All ayes. The slate of officers approved as presented.

The new Eboard members, which will be installed at the April 2005 Workshop will be:

Ronda Guillaume, President	Brenda Best, Corresponding Secretary
Mary Scott, 1 st Vice President	Becky Timmers, Treasurer
Sylvia Diaz, 2 nd Vice President	Kathy Ford-Brodersen, Recording Secretary

5. Member of the Year Nominations – Mary Scott, Chino Valley FPD
Nomination forms were distributed and are available on the website. Forms are due to Mary by November 3, 2004.

I. EDUCATIONAL PROGRAM

Evelyn Beaman, owner of Elevations Day Spa presented the educational program entitled “Adrenal Burn-Out and How to Avoid it.” Dr. Charlie was also in attendance and explained the effects stress has on the human body.

J. ROUND TABLE DISCUSSION:

1. Christine Flores, Rancho Cucamonga FD-New performance evaluations for Firefighter, Firefighter/Paramedic and Office Specialist have been developed. Each has standards attached to them. The process has taken three years. The Engineer, Captain and ranks above will soon be completed. The department will hire seven new personnel. Recruiting for Deputy Chief. Analyst II position interviews completed.
2. Kathy Ford-Borderson, North County FPD-Strategic Plan with reorganization completed. A Deputy Chief and Administrative Captain position were filled, which created two openings in the rank of Captain, Engineer, and Firefighter. These openings were also filled internally.
3. Becky Timmers, North County FPD-the department is looking at a possible consolidation of the county’s northern area.
4. Lisa Le Cates, El Segundo FD-thanked the membership for the \$100 charitable donation to the Nicholas Burns Fund. Nicholas will be undergoing a transplant soon.

5. Lenora Viveros, Ventura City FD-The Ventura City FD and the Harbor District will hold a "Fire & Ocean Rescue Day" on October 2, 11am-4pm. Fire Chief Dennis Downs resigned and is now Fire Chief of Pasadena. New Ventura City FD Chief Michael Lavery was appointed in July. The department is currently hiring for various positions.
6. Joyce Becker, Ontario FD-New Plan Checker in Fire Prevention section recently hired and a new Firefighter Safety Specialist. The Ontario FD Fire Expo will be held October 2.
7. Deanne Berry, Big Bear City FD-The 2005 CA Professional Firefighters' Cookie Calendar will be available in November. Deanne was chosen as one of the cookie recipe winners. Deanne thanked the members for attending today's meeting and suggested that the host location be more centralized to possibly increase the member participation at meetings. Deanne will generate a survey to be fanned out to the members to inquire what are the criteria for members to attend and participate.
8. Sue McIlwain, Big Bear Lake FD-actively involved in the possible merger. Captain retiring in October, which will create opening for promotion.
9. Corinne Flores, Big Bear Lake FD-Department hired a Fire Fuel Technician, whose responsibility will be to encourage homeowners to create a defensible fuel space. The department will hire one new Firefighter from within.
10. Gloria Connors, Chino Valley FPD-department recently hired two new Firefighters. Recruitment is open for Auxiliary Worker; will be recruiting for Accounting Specialist and Administrative Secretary in Personnel. The Fire District has been working on creating a Firefighter Exchange Program with Aguascalientes, Mexico. Firefighters from Aguascalientes will be visiting the Chino Valley Fire District on September 15 through September 20. During their stay, they will participate in tours of the District facilities, training exercises and ride-outs. They will also be attending the Firefighter Muster and Chili Cook Off on September 18. The department recently adopted a Resolution to identify stations for the Safe Surrender Program.
11. Colleen O'Keefe, West Covina FD-New Chief Richard Elliott. Starting ambulance transport in October. The department has had nine retirees in 10 months. Recently hired three Firefighter/Paramedics leaving six positions open
12. Ronda Guillaume, Cathedral City FD-recruiting for Asst. Chief, as the previous one was hired as a Chief in Washington. There are currently six personnel out with injuries. Will be recruiting for FF/PM. Ronda thanked all those who volunteered to serve on committees.
13. Carol Tousignant, Morro Bay FD- Captain promoted to Fire Chief in May. Interviews held for Captain's position, with another Captain retiring in one month. City sent out RFP for a new building and hope to begin construction on the apparatus bay by the end of the year. It is unsure at this time, when or if the rest of the station will be built.

14. Nancy Haglund, Arroyo Grande FD-Terry Fibich contracted to Grover Beach as Fire Chief. He is now the Chief for two separate departments. Grover Beach hired six full time staff, while the training officer will be shared between the two cities. Moved into new fire station on July 1. Open house held on July 24. There are four volunteers assisting in the office.

President Nancy Haglund presented Sue McIlwain, Corinne Flores, Big Bear Lake FD, and Deanne Berry, Big Bear City FD, with certificates of appreciation for hosting the September 2004 Quarterly Meeting.

K. ADJOURNMENT:

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

Sylvia Diaz

Sylvia Diaz, Executive Board
Recording Secretary

SEPTEMBER 2004 MEETING ATTENDEES

Altizer, Barbara	South Pasadena FD – Retired	Le Cates, Lisa	El Segundo FD
Becker, Joyce	Ontario FD	Lidster, Amy	San Miguel Consolidated FD
Berry, Deanne	Big Bear City FD	McIlwain, Sue	Big Bear Lake FD
Connors, Gloria	Chino Valley Independent FPD	O'Dell, Darilyn	San Miguel Consolidated FD
Delgado, Sanrda	Chino Valley Independent FPD	O'Keefe, Colleen	West Covina FD
Diaz, Sylvia	Hermosa Beach FD	Reing, Jim	L.N. Curtis & Sons
Dunne, Marta	Corona FD	Scott, Mary	Chino Valley Independent FPD
Flores, Christine	Rancho Cucamonga FD	Timmers, Becky	North County FPD
Flores, Corinne	Big Bear Lake FD	Tousignant, Carol	Morro Bay FD
Gill, Colleen	Newport Beach FD	Van Leuven, Dana	Big Bear City FD
Guillaume, Ronda	Cathedral City FD	Villalpando, Terrie	Corona FD
Ford-Brodersen, Kathy	North County FPD	Viveros, Lenora	Ventura City FD
Haglund, Nancy	Arroyo Grande FD	Zumalt, Sally	San Diego Fire Rescue
Hammond, Ken	Big Bear Lake FD		