



## **ADMINISTRATIVE FIRE SERVICES SECTION**

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

#### **AFSS QUARTERLY MEETING MINUTES JUNE 14, 2005 HOSTED BY: CORONA FIRE DEPARTMENT**

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

- President Ronda Guillaume called the meeting to order at 0906 hours.
- Jackie Vandegriff, Corona F.D, led the flag salute.
- Terrie Villalpando, Corona F.D. provided an inspirational slide show, "Giving Thanks"
- Cal Chiefs President Mike Warren of Corona Fire Department welcomed everyone to the meeting.
- Self-introductions were given by the attendees. First time attendee, Dreena Brethorst of Riverside County Fire introduced herself.

##### **B. APPROVAL OF MINUTES:**

The March 2005 Quarterly Meeting minutes were distributed and reviewed. No corrections were made.

**MOTION:** Deanna Berry moved to accept the March 2005 Quarterly meeting minutes as written. Lisa LeCates seconded the motion. Vote: All ayes.

The March 2005 meeting minutes were approved with no corrections.

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

The May 31, 2005 Treasurer's Report was distributed to the attendees for review.

**MOTION:** Christine Flores moved to accept the Treasurer's Report dated May 31, 2005. Corinne Flores seconded the motion. Vote: All ayes.

The May 31, 2005 Treasurer's Report was approved as submitted.

##### **D. SECTION CHIEF REPORT:**

Chief Putney was unable to attend. No report given.

**E. CORRESPONDENCE REPORT:**

Corresponding Secretary Brenda Best reported the following:

Incoming correspondence:

- Thank you letter from Nancy Haglund for outgoing president gifts.
- Letter from Darilyn O'Dell, describing her Member of the Year charitable organization designation.
- Letter to Chief Putney from Chief Warren thanking him for his willingness to serve as Section Chief.

Outgoing correspondence:

- None.

Brenda noted that "fan outs" are now coming from the Cal Chiefs website, this has helped to streamline the process.

**F. COMMITTEE REPORTS:**

**Bylaws Committee**

***Reported by: Barbara Altizer***

Barbara noted that the Bylaws have been signed and are now posted on the Cal Chiefs website. She distributed signed copies of the Bylaws.

**Communication Committee**

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

Darilyn reported that the most recent edition of the "Fire Circle" has been sent to all members.

**Workshop Committee**

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

They announced that the 2006 conference would be held on April 4-7, 2006 at the Queen Mary in Long Beach. Darilyn mentioned that this should be a good conference location with nice rooms and lots of local activities. Room rates will be \$125/night for attendees. Members may access hotel information at [www.queenmary.com](http://www.queenmary.com).

**Education Committee**

***Reported by: Christine Flores***

The committee has been working on the fall educational workshop.

**Historical Committee**

***Reported by: Kathy Thomas***

Kathy Thomas reported that the AFSS Southern Section photos are now available on "Snap Fish", as reported in the Fire Circle. She reminded members to submit pictures to the committee in digital format.

**Membership Committee**

***Reported by: Terrie Villalpando***

Membership renewal forms were mailed out to agencies. They have received membership renewals from Fire Chiefs. Terrie will correspond with the Chiefs to encourage membership of their administrative assistants. All forms are available on the website.

**Ways & Means Committee**

***Reported by: Sylvia Diaz***

A few new items are now available. Badge holders and portfolios are left from conference. She requested to step down from the chairman position due to her commitment on the executive board. Amy Lidster volunteered to take over as Ways & Means Committee Chairman. Marta Dunne and Sue McIlwain offered to serve on the committee.

**G. SPECIAL PRESENTATION:**

President Guillaume presented Chief Armentrout, former Southern Division Section Chief a plaque to thank him for his support. He reported that his health has been good, but regretted having to resign as Section Chief. He thanked the group for all their support through his difficult times.

**H. EDUCATIONAL PROGRAM:**

Deputy Chief Raymond Lusk of Corona FD presented a NFIRS reporting program to the attendees. This will satisfy the PRP Level 2 curriculum.

**I. OLD BUSINESS:**

**Ad Hoc Committee Quarterly Meeting Locations**

Deanne Berry reported that the committee met to review the survey statistics. Since there was not a good response, a more detailed survey may be sent out with a possible incentive program for participation. The committee will draft their suggestions for submittal to the e-board at their July 22, 2005 meeting.

### **Membership Drive & Renewals**

Terrie Villalpando reported that the new membership renewal forms were sent out. The forms were redistributed to the meeting attendees.

### **Review and Approval of 2005/2006 Budget**

Treasurer Becky Timmers distributed the proposed 2005/2006 FY budget. She noted that the expense for the joint e-board meeting in November had been removed due to the fact that this meeting will be conducted online, thus incurring no expenses. The funds saved were transferred to the Miscellaneous/Contingency category. She also noted that there was approximately \$300 left from the last fiscal year after the purchase of the Recording Secretary's new laptop. The e-board had made the decision at the April meeting to use the funds for a printer.

**MOTION:** Nancy Haglund made a motion to approve the 2005/2006 FY Budget as submitted. Becky Toney seconded the motion. Vote: All Ayes.

The 2005/2006 FY Budget was approved as submitted.

## **J. NEW BUSINESS:**

### **Quarterly Charitable Contribution**

President Guillaume reported that the e-board had reviewed the following donation requests:

- The Sister Foundation that assists women with cancer, submitted by Jeannie Moore of Alpine FPD.
- Relay for Life for the American Cancer Society, submitted by Michelle Pearson of San Luis Obispo Fire.
- CPR supplies for the Chula Vista Fire Explorers, submitted by Chula Vista Fire.
- Tom Rula Foundation for an injured Upland engineer, submitted by Robin Brock of Rancho Cucamonga Fire.

The quarterly charitable contribution was awarded to the Tom Rula Foundation.

### **CFCA Update**

President Guillaume had no updates at this time. She noted that Riverside City Fire will be hosting the Annual Cal Chiefs Conference in September.

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

President Guillaume reported on the meeting in Lake Tahoe in April:

- The bylaws were finalized and signed by both divisions.
- There were discussions about new division boundaries; only two counties will be affected.
- The Cal Chiefs website will be password protected to protect sensitive information such as photos, member directories and message boards.

- The Professional Recognition Program now includes Levels I and II. The \$100 fee will include both levels.
- “Success through Support” seminar will be held in the fall. An Inland Empire location is being considered.
- A vote to determine the resolution of the division of funds from the conference was decided. It was stated at this meeting that any remaining money left in the conference account would roll over to the next year. After the meeting, it was discovered in the April joint e-board minutes that a motion was made and approved stating that each division would contribute funds to keep the beginning balance at \$2,000. Any amount over \$2,000 would be split between the two divisions. If a deficit occurs, each division will contribute to bring the balance to the original \$2,000.

#### **Nomination Committee**

Sylvia Diaz explained that the Corresponding Secretary and Second Vice President terms are up this year. Nominations for these positions are due by September. Sylvia will be fanning out nomination forms and job descriptions. Elections will be held in October/November 2005 and new board members will take office in April 2006.

#### **K. ROUND TABLE DISCUSSION:**

*Gloria Connors, Chino Valley FPD* – They have two firefighter/medics in the background process. They also have an interim deputy fire marshal and are recruiting for fire inspector and an accounting position. Their new administration building is in the plan check process.

*Colleen O’Keefe, West Covina FD* – They have recently hired nine firefighters. Three captains and one engineer have been promoted.

*Yvette Becker, Monterey Park FD* – Their department has a new female fire chief, Cathy Orchard. They have begun a new academy with three of their former reserves.

*Barbara Altizer, South Pasadena FD (retired)* – The department still has no new chief, the battalion chiefs are running the department. A former firefighter’s son was killed in an accident.

*Carol Tousignant, Morro Bay FD* – The department is finally getting back to normal after a rough eighteen months. They laid off two firefighters. They will be breaking ground in September for a new engine bay.

*Nancy Haglund, Arroyo Grande FD* – She thanked everyone again for all the support during her time in office.

*Deanne Berry, Big Bear City FD* – The department has taken over the ambulance service; they are doing a lot of hiring. She received a grant to attend a PIO class at

the National Fire Academy in April. It was a great experience. She encouraged everyone to look into the NFA programs.

*Robin Brock, Rancho Cucamonga FD* – Eight new firefighters have graduated from their academy. The department is working on their strategic plan. She suggested getting AFSS members who share the same RMS data programs to brainstorm and compare notes.

*Christine Flores, Rancho Cucamonga FD* – They are currently going through a division chief recruitment and promoting an engineer. A new station will be opening next month. They will be breaking ground soon for a new administration building.

*Cathy Thomas, Ontario FD* – Her department is in the process of hiring a disaster preparation analyst. They are also conducting a firefighter recruitment.

*Amy Lidster, San Miguel FPD* – They had a division chief leave and a new recruitment is unknown. They took delivery of three (3) new Pierce apparatus last week.

*Christine Duker, Orange Co. Fire Authority* – They are looking for a new construction manager. If anyone knows someone who may be interested in applying, please contact her.

*Sherre Nissley, Moreno Valley FD* – Her department has a new “Baby Safe” program; mothers can leave unwanted newborns at a fire station or hospital.

*Dreena Brethorst, Riverside County FD* – She was glad to be here, she will be back.

*Diane Robbins, North County FPD* – A lot of departmental changes going on. Their in-house dispatch center will be closing and will be moving to Rancho JPA in July. They are having a new phone system installed. EMS personnel are now using “Field Saver” patient records reporting. Enhanced security is being installed at all stations. The department has just hired one new firefighter/medic and three new reserves.

*Jeanne Bodine, Downey FD* – Their public education specialist has left and will not be replaced. They are preparing for a captains exam. The department is specking a new ladder truck.

*Roberta Mirzayans, Burbank FD* – They are on their second interim fire chief, he was the assistant fire chief. The first interim went back into retirement.

*Barbara Mitchell, Riverside FD* – A new fire chief, Chief Blacock, has been selected. He was the former training chief. Riverside also has a new city manager. They also have a new female fire marshal, making two females in their department’s executive rank.

*Corinne Flores, Big Bear Lake FD* – Their interim fire chief has left, creating a move-up in the department. A paid-call firefighter has been promoted to firefighter/medic. They

have also hired three new paid-call firefighters. They have taken delivery on a new Pierce water tender and brush engine. An engineer promotional exam is in progress. They will be relocation a station and adding living quarters to another.

*Marta Dunne, Corona FD* – The city offices have moved into the new city hall building. Marta is serving on the committee for the vendor show at the Cal Chiefs Conference in Riverside. Two new firefighter/medics are in the background process.

*Lisa LeCates, El Segundo FD* – Lisa requested that anyone who has information or tips on a “run short” program as a way of cutting costs in short budget times, to please contact her. Her department is hosting the next quarterly AFSS meeting. She thanked the meeting location ad-hoc committee for all their hard work. The El Segundo Annual Firefighter Ball is this weekend. They will have a casino night with a grand prize raffle of a 10-person box for the Eagles concert in September. She has submitted her application for the financial management class at the National Fire Academy.

*Beth Stogner, Arcadia FD* – Their fire prevention department was awarded a grant for 2500 smoke detectors. The city is on a second phase of a mall expansion. Santa Anita racetrack is constructing a “city walk” type area. The department is restarting their reserve firefighter program. They are in the process of an engineer promotional exam. Labor negotiations have begun. Their headquarters station will be rebuilt in the fall and administration will be temporarily relocated to another station.

*Sylvia Diaz, Hermosa Beach FD* – She reported that her co-worker who was injured recently, has passed away. She thanked everyone for all the cards and emails. An off-duty firefighter received a severe leg injury in a motorcycle accident; he’ll be off work for a while. There is a big budget issue on the city council agenda regarding outsourcing ambulance transport.

*Becky Timmers, North County FPD* – Their board will decide next week to change the department’s organizational structure to include battalion chiefs. If this passes, two division chiefs will be demoted and one captain will be promoted.

*Brenda Best, OC Fire Authority* – Firefighter applications have closed; they will be testing 8000 applicants by the end of August. She encouraged members to apply for corresponding secretary; it is very rewarding to be on the AFSS board.

*Ronda Guillaume, Cathedral City FD* – She reported that a former AFSS contribution recipient has recovered and is returning to work on Monday. Another former recipient, the 4-year-old w/lymphoma, is cancer free and returning to a normal child’s life. Her department recently conducted a division chief internal promotion. A captain and engineer are retiring, so they will be recruiting. A new administration building and fire station will be built behind city hall. They are also purchasing a new tiller truck. She presented the Corona staff with a thank you certificate for hosting this quarterly meeting.

**K. ADJOURNMENT:**

With no further business, President Guillaume adjourned the meeting at 1412 hours.

The next meeting will be held on September 13, 2005 and will be hosted by El Segundo Fire Department.

*Kathy Ford-Brodersen*

Kathy Ford-Brodersen  
Executive Board, Recording Secretary



AFSS Quarterly Meeting Minutes  
June 14, 2005

AFSS Southern Division  
Quarterly Meeting Attendees  
June 14, 2005

Altizer, Barbara	So. Pasadena FD (retired)
Becker, Yvette	Monterey Park FD
Berry, Deanne	Big Bear City FD
Best, Brenda*	OC Fire Authority
Bodine, Jeanne	Downey FD
Brethorst, Dreena	Riverside County FD
Brock, Robin	Rancho Cucamonga FD
Chapman, Barbara	Santa Fe Springs FD
Connors, Gloria	Chino Valley FPD
DeAnda, Charlotte	Santa Fe Springs FD
Diaz, Sylvia*	Hermosa Beach FD
Donley, Kathleen	Colton FD
Duker, Christine	OC Fire Authority
Dunne, Marta	Corona FD
Flores, Christine	Rancho Cucamonga FD
Flores, Corinne	Big Bear Lake FD
Ford-Brodersen, Kathy*	North County FPD
Gill, Colleen	Newport Beach FD
Guillaume, Ronda*	Cathedral City FD
Gullickson, Irma	Fullerton FD
Haglund, Nancy	Arroyo Grande FD
Harris, Cathee	OC Fire Authority
Henderson, Suzie	Colton FD
LeCates, Lisa	El Segundo FD
Lidster, Amy	San Miguel Con. FPD
Magallanez, Sandy	Chino Valley FPD
McGee, Marilyn	Ontario FD
Mirzayans, Roberta	Burbank FD
Mitchell, Barbara	Riverside City FD
Nace, Paris	OC Fire Authority
Nissley, Sherre	Moreno Valley FD
O'Dell, Darilyn	San Miguel Con. FPD
O'Keefe, Colleen	Wes Covina FD
Robbins, Diane	North County FPD
Scott, Mary*	Chino Valley FPD
Stogner, Beth	Arcadia FD
Thomas, Kathy	Ontario FD
Timmers, Becky*	North County FPD
Toney, Becky	San Bernardino FD
Tousignant, Carol	Morro Bay FD
Vandagriff, Jackie	Corona FD
Villalpando, Terrie	Corona FD

\*Denotes Executive Board members