



ADMINISTRATIVE Fire Services Section Southern Division

AFSS Quarterly Meeting Minutes September 6, 2018 Hosted by Brea Fire Department

A. Call to Order and Introductions

- President Janet Arthur called the meeting to order at 9:11 a.m.
- Christine White, Brea Fire Department led the flag salute.
- Pastor Fernando Villicana, Brea and Fullerton Fire Department offered the inspirational message and discussed leadership and influence. Two different ways of showing leadership is example and inspiration. First level of leadership is positional leadership. It is a starting point. Level two leadership is the next step. They call in sick a little less, etc. and need less direction. A title of position does not indicate what type or how good of a leader you are. Level three leadership is production. Level four leadership is personal development. Level five is pinnacle. It indicates who you are and what you represent. Our willingness to change is vital in becoming a good leader.
- Chief Knabe, Brea and Fullerton Fire Department welcomed the members.
- Attendees gave self-introductions. New members attended Julie Liang, City of Newport Beach; Francine Gutierrez, City of Oxnard; Amy Van Atta, City of Oxnard; Anne Coyle, San Manuel Band of Mission Indians; Belinda Ramirez, City of Fullerton.

B. President's Report

We are making more of an effort to go paperless. First Southern Division E-board meeting was on August 17. Discussed lifetime membership voting rights and at the next Joint E-board meeting this will be voted on and an announcement will be made at the December meeting. Discussed Financial Hardship Scholarship. This was approved at August 17 Southern Division E-board meeting. Annette Arenesen is working on badges. Discussed AFSS brochures. These will be in registration packets at the upcoming CalChiefs conference. Janet provided the Annual Report to the CalChiefs for presentation. Updates to SOGs and Bylaws: The board is still working on some minor changes. We are anticipating the SOGs to be completed and sent out by November. Bylaws will take a few more months for voting rights revisions. We still have a vacancy in Treasurer. Membership drive is in full swing. Roster will be posted on our website. New members will be receiving a welcoming packet. As of today, we have about 83 registered members. AFSS requested \$1,500 to CalChiefs to offset some of the money and it was denied.

C. Consent Calendar

- Approval of June 22, 2018 Quarterly Meeting Minutes – Recording Secretary Teri Chamness (Maria Cabral). 3rd page, last paragraph with the correction (Sound to Second). Moved by Michelle Pearson, seconded by Karen McCoy. **Vote: Unanimous, Motion Carried.**
- Approval of Treasurer's Report – No discussion



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D. Reports

- **Section Chief's Report:** Chief Knabe discussed his budget. CalChiefs conference in Sacramento is coming up. Tracey Hansen is the new Executive Director. Succession planning is in place and actively involved in legislature.
- **Correspondence Report:** Nothing to report
- **Committee Report: Education:** The December 7th meeting will be in Coronado, we will be having an educational session by one of Liebert, Cassidy and Whitmore's attorneys. They will cover hot and new topics relevant to the fire service and its management. They will touch on what is new and exciting for the fire service in the Firefighters Procedural Bill of Rights (FBOR) and the Federal Labor Standards Act (FLSA). They also will discuss how the FBOR and FLSA play important roles in effective management and supervision and how to avoid perilous pitfalls. We are getting ready for 2019 and the need for educational topics from the members would be greatly appreciated. I would like to say a BIG THANK YOU to Brea, in particular Christine White for stepping up when Chino Valley had to withdraw their hosting of this September meeting. It was great to work with her. **Bylaws:** The Bylaws have been updated and shared with the northern section for confirmation that both sections are working off the same documents. The changes were in Article 2 - 2.4 adding if a Life Member returns to the fire service, their membership would be suspended, and they would need to become an active member again. **SOGs:** The SOG's were updated in Section Dues and Fees with the new amounts approved by the membership; The Recording Secretary tasks were updated; The Annual Conference Scholarship Programs were updated with a fourth (4th) scholarship, the Life Members Legacy Scholarship. How the scholarships are funded was updated as well for the Life Member Legacy Scholarship. **Ways and Means Committee:** Audra will be leading this committee. **Conference Committee:** Conference Committee is working on the upcoming Educational Forum. Keynote speakers are locked in. Most of breakout speakers are on board. Will be working on details to honor Life Members and 30th Anniversary. One of the speakers for Friday Inspirational is Chief Hansen. Michelle is asking members to reach out to Life Members so that we can honor them at the upcoming conference. Conference date is April 30 – May 3 in Paso Robles. A Save the Date is coming out this month. **Membership Committee:** Michelle Pearson is currently working on a smoother process. Ron Liechti joined the committee. Debbie Matthews is working on welcoming packets. Will be getting these out shortly. Packets are for new members only. Discussion on the name badges. Email Michelle Pearson if you did not receive a name badge. Maria Ferguson (CAL Fire), Staci Kolbeck (Palm Springs), Erick Rivera (Newport Beach), Belinda Ramirez (Fullerton) did not receive badges.

E. Presentation/Educational Program: Overview of the Brea Fire Department & Joint Command Staff Program – Chief Knabe, Brea and Fullerton Fire Department; and Chief Loeser, Brea and Fullerton Fire Department



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Chief Knabe introduced Battalion Chief Adam Loeser. Chief Knabe showed the membership the San Diego marijuana fire video. Chief Knabe presented the Command Staff Consolidation presentation. In 2011, the two City Managers got together and wanted to save money. A 5-year contract was created for a shared command staff. Philosophy of operations – do what is right, do you best, treat others with respect and be accountable. Discussed how they merged the two departments - community, cost savings, commitment, and culture. Eliminated five command positions, consolidated staff - Fire Chief, 2 Deputy Chiefs, 2 Division Chiefs, 3 Battalion Chiefs and EMS Manager. Consolidated started in May 2011.

Chief Loeser discussed status of the consolidation and the challenges. Brea is similar to Beverly Hills. Fullerton has the characteristics of is an older city. The consolidation has led to more opportunities for different types of incidents. Discussed different cultures and the challenges.

Chief Knabe discussed his challenges. Chief Knabe discussed the JPA. There is still potential to merge. What can we improve upon? Communications and budgeting. Possible future efficiencies include apparatus, fire prevention, clerical, full department merger, and other departments in future.

OES Reimbursement Presentation with Chief Loeser, Brea and Fullerton Fire Department Starts with the CFAA (California Fire Assistance Agreement). A mechanism that allows responding to any fire in CA, the state will reimburse us based on a formula for their assistance. Negotiated reimbursement mechanism for the local government fire agency responses. What to do with the CFAA? Review it yearly in May with your Fire Chief and staff. Update the MOU rates and reimbursable positions. Work through the Administrative Reimbursement Rate formula to determine what it will be for your rate. Default will be 10%, work with your Finance and HR Departments to try to capture a higher percentage.

Do you have a process in place to make your life easier? Discuss with your staff to create the most accurate, effective system.

- Complete the F-42 form
- Resource Order Form
- Travel Expense Claim Reimbursement Form
- Rental Car information
- ICS 213
- OJI Paperwork
- Vehicle accident paperwork
- Demob paperwork

Communicate with your staff the importance of documentation. Chief Loeser went over their process. It is vital to create a structure to guide the organization for reimbursement packet and make sure your BC has it and understands it. Chief Loeser went over Brea and Fullerton's Strike Team/Single Resource Checklist.



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Who is the initial gatekeeper of the paperwork? More than likely the on-duty Battalion Chief. They should be able to verify that all of the correct forms are completed and attached to the packet to be submitted for eventual reimbursement.

Once the crews submit their Strike Team paperwork to BC, another Chief Officer should take one last look at it before submitting it.

Establish those relationships locally within the County and within the State for assistance. Once you completed the reimbursement packet, verify everything. Next, a file will be created and wait for an invoice from OES. Realize that once you receive the completed packet, your attention to detail and follow through is paramount to finalizing this transaction. Let Finance know you submitted for mutual aid reimbursement from the State. Should take about 3-6 months for reimbursement. Make a copy of the check and file it with your packet.

[Presentation](#)

[Strike Team Check List](#)

F. **Business**

- Charitable Contributions: Christine Flores respectfully requested the charitable contribution of \$200 to Gina Molina, Rancho Cucamonga Fire Protection District. Janet presented a check to Gina Molina.
- Phil Armentrout Scholarship Fundraiser: Michelle Pearson will manage this. Names will be submitted to 2nd VP. Michelle will remind members with a fan-out and the scholarship will be presented at the December meeting. Michelle is putting together a Pismo Beach vacation package for members for raffle tickets. There was also discussion on bringing back See's Candy sales.
- Member of the Year Nominations – Janet reminded members to review their emails, and place a nomination. Will go over nominations at next E-Board meeting, and announced at the December meeting
- Life Legacy Scholarship: A fan out will go out soon. Will go over nominations at next E-Board meeting, and announced at December meeting.
- First Time Attendee Scholarship: A fan out will go out soon. Will go over nominations at next E-Board meeting and announced at December meeting.
- Election of Officers – Fan Out Notification: FY19-20 nomination for 2nd VP, Recording Secretary, and Treasurer. Deadline for electing members is November. Announced in December.
- CalChiefs Conference September 26-28: Ron Liechti. Will attend and represent Southern Division. Valerie Erwin will attend from the North.



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- New Badges – No further discussion.

Janet Arthur presented Christine White, Brea Fire Department with a certificate

G. **Good of the Order**

Karen McCoy announced her retirement. Her last day is September 20. She is moving to Grover Beach and will become a Life Member.

H. **Adjournment**

With no additional business to discuss, meeting adjourned at 1:27.

Maria Cabral

AFSS Southern Division Corresponding Secretary

Future Meetings

Southern Division E-Board

November 2, 2018 – Metro Cities Fire Authority at 9:00 a.m.

February 8, 2019 – Santa Barbara Fire Department – 10:30 a.m.

April 29, 2019 in Paso Robles – 4:00 p.m.



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Joint E-Board Northern and Southern Conference Call

November 1, 2018 – 9:00 a.m.

February 28, 2019 – 9:00 a.m.

April 30, 2019

Quarterly General Membership Starting 9:00 a.m.

December 7, 2018 Heartland Fire Communications (Coronado)

Conferences

AFSS Educational Forum April 30-May 3, 2019 Paso Robles Inn (South Hosting)

July 1, 2018 to June 30, 2019		Comments
Executive Board		
Position	Name	
President	Janet Arthur	
First Vice President	Maria Koolhoven	
Second Vice President	Michelle Pearson	
Recording Secretary	Teri Chamness	
Corresponding Secretary	Maria Cabral	
Treasurer	Open Position	Darilyn O'Dell Interim Treasurer Need someone to be the Treasurer.
Executive Liaison	Wolf Knabe	
Member at Large	N/A North Only	
Committee	Coordinator	Executive Board Liaison
By-Laws/Guidelines	Valerie Nellis/ Barbara Altizer	Teri Chamness
Communications/ Website	Vicki Varnes*/ Leah Harris**	Maria Cabral Vicky Varnes-Website Updates/Leah Harris -Facebook Updates Need someone to take over Facebook.
2019 Conference	Michelle Pearson	Janet Arthur (Board Liaison) Committee members: Audra Tellez, Gemma Pagala, Harmony Brown, Staci Kolbeck, Dawn McLean, Patty Barragan
Education	Valerie Nellis/Pat Alvarez	Janet Arthur
Historical	Open Position	Leah Harris Need someone to take over.
Membership	Annette Arnesen	Michelle Pearson (Board liaison) Committee members: Debbie Matthews, Ron Leichti,
Ways & Means	Audra Tellez	

September 6, 2018, Quarterly Meeting Brea Fire Department



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Members in Attendance

Janet	Arthur*	Cal Fire - San Luis Obispo County Fire Department
Maria	Cabral*	Santa Monica Fire Department
Ann	Coyle	San Manuel Fire Department
Toni	Crosby	Bakersfield Fire Department
Maria	Ferguson	CAL FIRE / Riverside County Fire Department
Pastor	Fernando	City of Brea
Marie	Gonzales	Ontario Fire Department
Francine	Gutierrez	Oxnard Fire Department
Leah	Harris	San Miguel Fire District
Chief	Knabe	City of Fullerton Brea Fire Department
Staci	Kolbeck	Palm Springs Fire Department
Maria	Koolhoven*	Redlands Fire Department
Julie	Liang	Newport Beach Fire Department
Ron	Liechti	Santa Barbara City Fire Department
Chief	Loeser	City of Fullerton Brea Fire Department
Dawn	Marschinke	Big Bear Fire Department
Karen	McCoy	City of Riverside Fire Department
Gina	Molina	Rancho Cucamonga Fire Prevention District
Alma	Neilson	Chino Fire Department
Darilyn	O'Dell**	San Miguel Fire - Retired
Gemma	Pagla	Monrovia Fire & Rescue
Michelle	Pearson*	CAL FIRE/Pismo Beach
Belinda	Ramirez	Fullerton Fire Department
Adriana	Ramos	City of Vernon Fire Department
Erika	Rivera	Newport Beach Fire Department
Lora	Ross	Costa Mesa Fire & Recue
Audra	Tellez	Monrovia Fire & Rescue
Cathy	Thomas	Ontario Fire Department
Amy	Van Atta	Oxnard Fire Department
Janet	Vines	Palm Springs Fire Department
Christine	White	City of Brea

*Denotes Executive Board Members

**Denotes Interim Treasurer