



ADMINISTRATIVE FIRE SERVICES SECTION

CALIFORNIA FIRE CHIEFS ASSOCIATION SOUTHERN DIVISION

AFSS QUARTERLY MEETING MINUTES

JUNE 8, 2004

HOSTED BY: SANTA FE SPRINGS FIRE DEPARTMENT

A. CALL TO ORDER/INTRODUCTIONS:

- President Nancy Haglund called the meeting to order at 0905 hours.
- Self-introductions were given.
- Barbara Chapman, Santa Fe Springs FD, led the flag salute.
- Charlotte De Anda, Santa Fe Springs FD, provided the inspiration entitled “None Remember the Headlines of Yesterday”. The message was that the people who make a difference in ones life aren’t the ones with the most credentials or awards but are the ones who care.
- Battalion Chief Mark McGuire, Santa Fe Springs FD, welcomed everyone to the meeting.

B. APPROVAL OF MINUTES:

The March 2004 Quarterly Meeting minutes were reviewed.

Sylvia Diaz noted the following corrections:

1. Page 1, item C-addition of Carol Tousignant’s last name.
2. Page 2, item F, number 2 – corrected the spelling of the word committee.
3. Page 5, item K, Round Table-clarification of Roberta Mirzayans information.

MOTION: Carrie Joyce, Laguna Beach FD moved, Mary Hollan, Ventura County FPD, seconded. Vote: All ayes. The March 2004 Quarterly Meeting minutes were approved with corrections.

C. APPROVAL OF TREASURER’S REPORT:

Carol Tousignant distributed copies of the financial report dated June 1, 2004. Items of note she mentioned included that the March Quarterly meeting hosted by Santa Fe Springs netted the Association a profit of \$306.00. The large increase to the Workshop Scholarship Fund was due to a reimbursement from the 2003 Workshop Committee for a scholarship that was awarded but not used because the department was impacted by the wildfires in Southern California. She reminded members that funding for this scholarship program comes from the 50/50 drawings held at the quarterly meetings.

MOTION: Barbara Chapman, Santa Fe Springs FD, moved, Barbara Altizer, seconded.
Vote: All ayes. The Treasurer's Report was approved as submitted.

D. SECTION CHIEF REPORT:

No report.

E. CORRESPONDENCE REPORT:

Brenda Best, Orange County Fire Authority (OCFA), reported the following correspondence was sent:

- Marta Dunne, Corona FD-get well card.
- Chief Armentrout, Murrieta FD-get well card.
- Luz Martinez, Vernon FD-get well card.
- Becky Timmers, North County FPD-condolence card for the passing of her brother.
- Nancy Roos, San Miguel Consolidated FPD-wedding congratulations card.

The following correspondence was received:

- Karlena Rannals, Rancho Santa Fe FPD- sent a thank you letter for receiving the 2003 Member of the Year Award.

Robin Brock, Rancho Cucamonga FD reported that Christine Flores of Rancho Cucamonga FD has not been receiving AFSS email information. Brenda Best, Corresponding Secretary will follow up.

F. COMMITTEE REPORTS:

1. BYLAWS COMMITTEE

Reported by: Ronda Guillaume, Cathedral City FD

Loren Stephen-Porter is the new committee coordinator. Lauren has been working with the Linda Benson, Higgins Fire, in making several changes.

2. COMMUNICATIONS COMMITTEE

Reported by: Darilyn O'Dell

Fire Circle distributed via email.

3. WORKSHOP COMMITTEE

Reported by: Ronda Guillaume, Cathedral City FD

Ronda reported that discussion was held at the joint Eboard meeting in Fresno regarding dates for the 2005 Workshop. Information to follow soon.

4. EDUCATION COMMITTEE

Reported by: Kathy Danskin, OCFA

Kathy stated that due to an increased workload, she would be resigning as the education committee coordinator. President Haglund thanked Kathy for her hard work and dedication to AFSS. Nancy asked the members to consider taking over this position and encouraged others to join this important committee. Ronda

Guillaume explained that there was a need for this committee to come together as the education portions of all meetings was important to the success of the organization. Ronda stated that both the north and the south committees could share ideas and make this area successful.

5. HISTORICAL COMMITTEE

Reported by: Joyce Becker, Ontario FD

The committee met on Thursday, April 1, in Ontario. Photos were archived and discussion was held regarding the purchase of a new digital camera. An Olympus C750, with an ultra zoom lens was purchased. Recent quarterly meeting photos and the 2003 Workshop photos were placed in the album and are available for viewing at today's meeting.

6. MEMBERSHIP COMMITTEE

Reported by: Terrie Villalpando, Corona FD

Distributed membership renewal forms. As of today's meeting, 30 renewals and nine new member registrations have been received.

President Haglund thanked Terrie for volunteering for the coordinators position.

7. WAYS & MEANS COMMITTEE

Reported by: Sylvia Diaz, Hermosa Beach FD

Sylvia solicited the members for volunteers to join the committee and stated that she is the interim coordinator until a new one takes over. Sylvia will have items at each meeting but will be asking one person to assist with selling the items during breaks and lunch.

G. OLD BUSINESS:

1. Membership Drive & Renewals

Terrie Villalpando, Corona FD distributed new member packages to the following new members:

- Beth Stogner, Arcadia FD
- Jackie Vandagriff, Corona FD
- Sally Zumalt, San Diego Fire Rescue

2. Review and Approval of 2004/2005 Budget

Treasurer Carol Tousignant distributed the proposed budget. Funds (\$2,100) for the new laptop were transferred from the reserve account. Carol noted that there is a decrease in the line item for the October joint E- Board meeting, as it will be held online. However, a new line item for Legislative Days was added. Cal Chiefs requested the Committees that were appointed at the Dixon Strategic Planning Session meet again during Legislative Days to work on their projects. Since both the President and 1st Vice President were appointed to committees their presence at Legislative Day was required. Their attendance at this meeting

will need to be evaluated on a yearly basis. The President and 1st Vice President will also attend the California Fire Chiefs Association conference in September.

The budget's overall balance is \$30. Lisa LeCates, El Segundo FD suggested the \$30 balance be transferred into an expense line item, such as miscellaneous.

MOTION: Lisa LeCates, El Segundo FD, moved, Cathy Thomas, Ontario FD, seconded. Vote: All ayes. The \$30 balance will be transferred into the miscellaneous/expense line item.

MOTION: Mary Hollan, Ventura County FPD moved, Carrie Joyce, Laguna Beach FD, seconded. Vote: All ayes. The 2004/05 Proposed Budget was approved with the above change.

0945 Break

H. EDUCATIONAL PROGRAM:

Engineer Jose Tovar, Santa Fe Springs FD, presented the educational program entitled Flammable Liquids and Hazard Materials in the Home.

President Haglund presented Engineer Tovar with a certificate of appreciation for his educational program.

1130 Lunch
1250 Reconvened

Opportunity and 50/50 Drawings Held

I. SPECIAL PRESENTATIONS:

President Nancy Haglund presented Charlotte De Anda and Barbara Chapman with certificates of appreciation for hosting the June 2004 Quarterly Meeting. Ruth Slusher, Santa Fe Springs FD, will also be given a certificate.

J. NEW BUSINESS:

1. Quarterly Charitable Contribution-Nancy Haglund, Arroyo Grande FD

The following requests were received:

1. Corona FD submitted a request for Haylee Press, an 8 year-old Corona girl in need of funds to travel to New York for treatment of seizures.
2. El Segundo FD submitted a request for Nicholas Burns, a two-month old baby boy who was diagnosed with Hemophagocytic Lymphohistiosis. (HLH). Nicholas is the son of fire department employee David Burns.
3. La Habra FD submitted a request for Ryan Geib who was involved in a serious car accident and is undergoing intense therapy at a rehabilitation center. Ryan is the son of Fire Captain Dirk Geib.

The charitable contribution for the current quarter was awarded to the El Segundo FD, for El Segundo Disaster Preparedness Coordinator Burns for his 4 month-old son with an illness called “HLH”-Hemohagocytic Lymphohistiosis. Lisa LeCates gave an update on Nicholas’ status. A \$100 check was given to the Nicholas Burns fund.

2. CFCA & Legislative Day Update – Ronda Guillaume, Cathedral City FD
1st Vice President Ronda Guillaume reported that she and President Nancy Haglund attended Legislative Days held in Sacramento on May 11 & 12, 2004. Ronda reported that the advocate group LOCAL was formed to help keep assets in the local communities. The Governor proposed a Bill that would not allow the government to take funds from cities in the future.

Cal Chiefs-Ronda and Nancy both volunteered to sit on committees. Ronda is serving on the communications committee and Nancy is serving on the marketing committee. Cal Chiefs prepared a packet with an organizational chart defining position descriptions and responsibilities.

3. Joint Executive Board Meeting Update – Nancy Haglund, Arroyo Grande FD
Nancy reported that the southern division Eboard met on May 13 and the joint Eboard met on May 14, 2004 in Fresno.

President Haglund’s 2004 goals for the southern division:

1. **Active member participation (ongoing)**
 - Award of Scholarship
 - Increase Membership
 - AFSS Bucks
2. **Continue to strengthen communications**
 - Website
 - Liaison from EBoard to meet with committee
 - The president’s highlights of previous quarterly meetings
3. **Increase training**
 - Southern Division Support through Success, Fall 2005
 - Share training ideas with the northern division.
 - North and south Committee coordinators to communicate
 - Committee Coordinators are invited to attend Eboard meetings
4. **Professional Recognition Program**

Level I is currently running. Level II is projected to be implemented in Spring 2005. Ronda Guillaume reported that she will make a request to Cal Chiefs to lower the \$100 fee. She also reported that the program has the possibility of being run by the AFSS Section.
5. **One Board Concept**
 - Cal Chiefs has encouraged AFSS to explore the possibility of merging the EBoards into one.

Nancy reported that the November 2004 Joint Eboard meeting would be an online meeting.

Mary Hollan, Ventura County FPD, suggested that a fan out be sent to the membership regarding input regarding the idea of the one EBoard concept.

Deanne Berry, Big Bear City FD, thanked the Eboard for their work. Deanne asked if the quarterly minutes could be sent out sooner than one month before the next quarterly meeting and when the new board members would be installed. Deanne suggested having committee sign up sheets at each quarterly meetings.

Robin Brock, Rancho Cucamonga FD, suggested that the round table section of the quarterly minutes could be distributed in advance and not the entire minutes so that information requests could be answered sooner.

4. Nomination Committee –Nancy Haglund, Arroyo Grande FD
President Haglund reported that the Recording Secretary, Treasurer and 2nd Vice President are up for re-election. Nancy asked members to volunteer to serve on the nomination committee. Lisa LeCates, El Segundo FD, volunteered to assist 2nd Vice President Mary Scott. Nominees should have one-year active participation in AFSS. The nominations will be accepted from now until the end of August. Ballots will be sent out between September and October. The election results will be announced at the December quarterly meeting. The new positions will be installed at the spring 2005 Workshop. Deanne Berry, Big Bear City FD, reminded the membership to ask the current board if they would like to continue with their current positions.

K. ROUND TABLE DISCUSSION:

1. Deanne Berry, Big Bear City FD-thanked the Eboard for the partial refund from the 2003 Workshop for those who could not attend due to the wild fires. Deanne stated that the September meeting will be held in Big Bear and on Friday morning the Sky Chair will transport attendees up to Snow Summit for the meeting. Those who do not wish to ride the Sky Chair will be driven. There will also be a reception on Thursday evening. Deanne requested an alternate host site for the September meeting, as that time of year is high fire season. Sylvia Diaz, Hermosa Beach FD, volunteered to be the alternate site. Deanne was chosen for the 2005 Cookie Calendar. She will forward her recipe to the membership.
2. Robin Brock, Rancho Cucamonga FD-thanked the Eboard for their continued work. Robin encouraged the membership to consider holding an Eboard position. Peter Bryan was chosen as the new Fire Chief. Incident Analysis Project is undergoing and Robin requested information from members on Crystal Reports as well as information for Fee for Service Program.
3. Roberta Mirazayans, Burbank FD-Chief Michael Davis is retiring in June. Background investigations are being done on seven new firefighters. The department has acquired \$1 million through grants.

4. Barbara Chapman, Santa Fe Springs FD- thanked everyone for attending today's meeting.
5. Christine Duker, OCFA- complimented Darilyn O'Dell for her work on the Fire Circle. Christine stated that she looks forward to having the December Quarterly meeting at OCFA's new facility.
6. Barbara Altizer (retired)-stated that "retirement is wonderful!" and thanked the AFSS members who attended her retirement party.
7. Kathy Danskin-OCFA-attended Barbara Altizer's retirement party. Kathy stated that Barbara is very much appreciated by her family and co-workers (former), which was evident by the attendance at the party.
8. Carrie Joyce, Laguna Beach FD-attended Barbara Altizer's retirement party.
9. Terrie Villalpando, Corona-EMS Subscription will be implemented July 1. Four new firefighters are currently in the academy.
10. Lisa LeCates, El Segundo FD-budget currently in approval process, which includes a reduction of approximately \$650,000-\$1million.
11. Joyce Becker, Ontario FD-will hire a Plan Checker, final phases for hiring a Fire Safety Specialist are underway and the department is anticipating hiring a second Fire Safety Specialist in the new fiscal year.
12. Gloria Connors, Chino Valley FPD-three Firefighter/Paramedics are in backgrounds, Finance Manager position open until June 11, and will soon be hiring for a new Administrative Secretary and Account Technician. A new ladder truck was received for Station 6.
13. Colleen O'Keefe, West Covina FD-waiting for new chief to be announced. Chief Jim Ballard is the current interim Chief. There are 12 firefighter positions currently open. Colleen encouraged members to attend the National Fire Academy in Maryland.
14. Mary Hollan, Ventura County FPD-the next academy is graduating on July 2.
15. Charlotte De Anda, Santa Fe Springs FD-Captain Hofenstein, USAR teacher, was asked to go to the Ukraine to train at the old Chernobel site.
16. Carol Tousignant, Morro Bay FD-Mike Pond, a former Captain with the Department, was appointed as Fire Chief in May. The department is currently accepting Captain applications through June 25 and possibly for new firefighters. Carol asked for information regarding grants for new buildings. Carol reminded the members that they do not need to wait for a phone call from the nominations committee, they may volunteer. Mary Hollan asked if Carol would consider remaining in the Treasurers position. Carol declined.
17. Brenda Best, OCFA-new academy began this week with 27 recruits. Retirement negotiations completed for and received 2.7% @ 55 plan.
18. Ronda Guillaume, Cathedral City FD-two positions currently open; recruiting for Firefighter/Paramedics.
19. Nancy Haglund, Arroyo Grande FD-station has been under construction since September but personnel will move into the remodeled building by the end of June and will hold the station dedication on July 24. Nancy requested information from the members regarding planning a station dedication. Effective July 1 Chief Fibich will be providing Fire Chief services for Grover Beach FD on a contract basis. The Grover Beach Fire Department will hire three full time Captains, and three full time Engineers. Nancy reported that Chief Armentrout is once again undergoing

- chemotherapy and will have surgery soon. Joanne Serven, Administrative Secretary from Murrieta is expecting a baby soon.
20. Sylvia Diaz, Hermosa Beach FD-A Captain will retire after 33 years of service, and an Engineer retiring after 32 years of service. The department will hire one new Firefighter/Paramedic by the end of June. Chief Tingley, Hermosa Beach FD, will be the next president of the Fire Chiefs Department of the League of California Cities.
 21. Beth Stogner, Arcadia FD- hired three new Firefighters and six Auxiliary Firefighters. Will hold Captain, Engineer, and Battalion Chief exams within the next six months. Received grant money for purchase of USAR truck. The department will implement a fee schedule for fire services with anticipation of the revenue from the fees assisting in increasing engine staffing from three to four.

L. **ADJOURNMENT:**

No further business was to be brought before the attendees. The meeting adjourned at 1410 hours.

Sylvia Diaz

Sylvia Diaz, Executive Board
Recording Secretary

JUNE 2004 MEETING ATTENDEES

| | | | |
|--------------------|---------------------------------|---------------------|---------------------------------|
| Altizer, Barbara | South Pasadena FD - Retired | Le Cates, Lisa | El Segundo FD |
| Becker, Joyce | Ontario FD | Leichty, Pat | Brea FD |
| Berry, Deanne | Big Bear City FD | Lidster, Amy | San Miguel Consolidated FD |
| Best, Brenda | Orange County Fire Authority | McGuire, Mark | Santa Fe Springs FD |
| Bodine, Jeanne | Downey FD | Mirzayans, Roberta | Burbank FD |
| Brock, Robin | Rancho Cucamonga FD | Mitchell, Barbara | Riverside FD |
| Chapman, Barbara | Santa Fe Springs FD | O'Dell, Darilyn | San Miguel Consolidated FD |
| Connors, Gloria | Chino Valley Independent FPD | O'Keefe, Colleen | West Covina FD |
| Danskin, Kathy | Orange County Fire Authority | Proulx, Sandy | Santa Monica FD |
| De Anda, Charlotte | Santa Fe Springs FD | Ross, Zelda | Downey FD |
| Dennis, Jodi | Monrovia FD | Soldan, Martha | Orange County Fire Authority |
| Diaz, Sylvia | Hermosa Beach FD | Slusher, Ruth | Santa Fe Springs FD |
| Donley, Kathleen | Colton FD | Stogner, Beth | Arcadia FD |
| Douglas, Michelle | Colton FD | Sullenger, Diane | La Habra FD |
| Duker, Christine | Orange County Fire Authority | Thomas, Cathy | Ontario FD |
| Guillaume, Ronda | Cathedral City FD | Tousignant, Carol | Morro Bay FD |
| Haglund, Nancy | Arroyo Grande FD | Tovar, Jose | Santa Fe Springs FD |
| Hall, Pat | Orange County Fire Authority | Vandagriff, Jackie | Corona FD |
| Hollan, Mary | Ventura County FPD | Villalpando, Terrie | Corona FD |
| Joyce, Carrie | Laguna Beach FD | Zumalt, Sally | San Diego FD |