



**ADMINISTRATIVE FIRE SERVICES SECTION**  
**CALIFORNIA FIRE CHIEFS ASSOCIATION**  
**SOUTHERN DIVISION**

**AFSS QUARTERLY MEETING MINUTES**  
**March 13, 2007**  
**HOSTED BY: Santa Fe Springs Fire Department**

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

- Second Vice President Christine Flores called the meeting to order at 09:07 hours.
- Santa Fe Springs Fire Chief Alex Rodriguez led the flag salute.
- Celia Contreras read a quote from Nelson Mandela's 1994 inaugural speech.
- Fire Chief Alex Rodriguez welcomed everyone to Santa Fe Springs.
- The attendees gave self-introductions. First time attendees included Gina Molina of Rancho Cucamonga Fire and Leandra Hendrix-Garcia of Corona Fire.

**B. EDUCATIONAL PROGRAM:**

The educational program was moved to this time in the meeting at the presenter's request. Fred Lopez from Los Angeles City Fire's Joint Regional Intelligence Center discussed how many Southern California counties are preparing for terrorism through the Fire Terrorism Liaison Officer's Program.

Mary Scott presented Fred Lopez with a certificate of appreciation for the presentation of this educational program

**C. APPROVAL OF MINUTES:**

The December 2006 quarterly meeting minutes were distributed and reviewed. Joyce Becker requested that her roundtable comments be edited to state that their Fire Prevention offices will be temporarily moving from city hall.

**MOTION:** Irma Gullickson moved to accept the December 2006 quarterly meeting minutes with the noted change. Alice Wulfekuhl seconded the motion. Vote: All ayes.

**D. APPROVAL OF TREASURER'S REPORT:**

Treasurer Becky Timmers distributed and reviewed the treasurer's checking account activity report dated February 28, 2007. It indicated the Southern Division's checking account has a balance of \$14,811.02.

**MOTION:** Ruth Slusher moved to approve the treasurer's checking account activity report as distributed. Jackie Vandagriff seconded the motion. Vote: All ayes.

**E. SECTION CHIEF'S REPORT:**

Chief Putney was present. He reported that he was happy to be in attendance.

**F. CORRESPONDENCE REPORT:**

Corresponding Secretary Roberta Mirzayans reported that a thank you letter was received from Arrowhead Medical Center for our donation of toys and gifts at holidays. She reported that she sent a card of congratulations to Barbara Altizer, who moved into her new home. Roberta also thanked Darilyn O'Dell for helping her with the fan-outs during the crash of the Burbank server.

Mary Scott updated the group on the untimely death of member Linda Hare from Redlands Fire. She contacted Loma Linda Fire Chief Norris and made an attempt to contact Redlands. Everyone was in a state of shock. A Card and flowers were sent to her department from AFSS. Sylvia Diaz attended the viewing services.

**G. COMMITTEE REPORTS:**

**Bylaws Committee**

Barbara Altizer had no report from the committee. She noted that she would like to meet with the executive board at a later time.

**Communication Committee**

Darilyn O'Dell reported that she has distributed the recent issue of the Fire Circle to the membership.

**Conference Committee**

No report from this committee. This year's conference will be held in South Lake Tahoe in April.

**Education Committee**

Celia Contreras reported that she was invited to attend the Northern Division Education Committee meeting but was unable to attend. She said that she has received excellent information from them and has created a list of various educational topics. She will be contacting the hosting agencies to discuss their choice of topics. She stated that she learned from this meeting to always have a backup topic.

**Historical Committee**

Joyce Becker reported that she sent pictures from the December meeting out via Snapfish. If you have not been receiving them please check with her to make sure she has your correct email address.

**Membership Committee**

No report was received.

**Ways and Means Committee** – Amy Lidster brought the new items for the group to preview. The group approved the sale of the water bottles for \$10 and the business card holder for \$7. They will be available for sale beginning at today's meeting; she will also be selling the items at the conference.

**H. CHARITABLE CONTRIBUTION**

Becky Timmers reported that the board unanimously agreed to present this quarter's charitable contribution to the Multiple Sclerosis Walk in the name of "Mary's Walkers".

Mary Scott thanked everyone for the generous contribution and described the help it will bring to those who suffer from MS.

Joyce Becker reported that she selected the John Layton Family Trust to receive the allocation of her member of the year contribution. John is a firefighter at Ontario Fire who had surgery for a brain aneurysm. He will be off work for several months and may not be able to return at all.

**I. STRATEGIC PLANNING WORKSHOP**

Becky Timmers reported that she and Sylvia Diaz attended the workshop in Dixon last month. The highlights of the meeting included:

- The Cal Chiefs Conference will focus this year on leadership. They are encouraging attendance from not only chiefs, but from all ranks. The conference will be held in Riverside again this year.
- The EMS Section Conference will be in May at Pechanga Casino and Resort in Temecula. They have the entire conference sponsored and anticipate about a two hundred thousand dollar profit.
- Legislative day will be two days this year, May 1<sup>st</sup> and 2<sup>nd</sup>.

**J. OLD BUSINESS:**

**AFSS Brochures** – Deanne Johanson read a report from Robin Brock regarding the printing and the development of the new brochure. The group discussed the brochures and had the following suggestions:

- Brochures should be available at the Cal Chiefs' Conference.
- A visitor's page could be established on the Cal Chiefs' website; it could include a visitor's contact log.
- Most of the group agreed in respect of the "one voice" concept, one brochure should be created giving information on the Northern and Southern Sections. The board would add this to the agenda of the upcoming April joint executive board meeting. They will bring the outcome of the discussion back to the membership.

**Revision to the Phil Armentrout Scholarship** – Mary Scott reviewed the discussion from the last quarterly meeting. It was suggested that a section be added to this scholarship to pay the annual membership when the member's department would not. The board discussed this at their last meeting and voted unanimously not add this to the scholarship. They felt that this discussion was created only because a non-member was requesting to receive fan-outs. The request to receive fan-outs by non-members would still be reviewed on a case-by-case basis.

Becky Timmers reviewed the guidelines of the Phil Armentrout Scholarship and noted that they will be posted on the Cal Chiefs' website. Scholarship application forms will be posted and fanned out when they become available.

**Highlighting a Committee at the Quarterly Meetings** – Mary Scott reviewed the request from the last quarterly meeting. She noted that the eboard discussed this at their last meeting and suggested that it may be more beneficial to hold committee meetings after each quarterly meeting. This would be easier for members to fit meetings into their schedule and would give interested members the opportunity to sit

in on a meeting to get more information. This would be noted on the agenda as a breakout session and will include the committee topics.

Deanne Johanson suggested that we present an "AFSS 101" class each year, preferably at a meeting during or after new member recruitment. During this meeting we could give an overview of each committee, give the history and organizational structure of AFSS, and review the PRP program.

It was noted that Robin Brock submitted a report and statement for this discussion. Barbara Altizer thanked Celia Contreras for her dedication to the education committee. Celia would like the educational committee to meet after each quarterly meeting with the next meeting host.

**K. NEW BUSINESS:**

**December 2007 Meeting Date Change** – A suggestion was made to move the regular December 2007 meeting that will be held in Cathedral City from Tuesday, December 11, 2007 to Friday, December 14, 2007 due to the travel distance for many members. After a discussion the subject was tabled until the next meeting so we may receive confirmation from the hosting agency.

**L. ROUND TABLE DISCUSSION:**

*Sandy Magallanez, Chino Valley FPD* – She noted that they just moved into their new Fire Station 63, the grand opening will be held on March 28. They are in the process of an open recruitment for firefighter/paramedic. They have promoted a fire inspector to fire marshal; this leaves an opening for an inspector.

*Lisa LeCates, El Segundo Fire* – The department has their first female on the captain's promotional list.

*Karen McCoy, Riverside City Fire* – They are currently recruiting to staff a new station that will be opening soon.

*Carol Tousignant, Morro Bay Fire* – They will be holding a Fireman's Muster in June 1 & 2.

*Barbara Altizer, South Pasadena Fire, retired* – Barbara thanked everyone for the thoughtful house-warming card. She noted that South Pasadena Fire just signed a new contract and they have several new city council members.

*Paris Prophet, Orange County Fire Authority* – She reported that their fire prevention bureau would be changing to a risk based system. They are working on a new action plan for the department.

*Brenda Best, Orange County Fire Authority* – She reported that they have 30 retirements in March.

*Amy Lidster, San Miguel FPD* – They recently had a Division Chief retire; that created several promotions. They also hired one (1) new firefighter/paramedic.

*Alice Wulfekuhl, Culver City Fire*– They are currently in the budget process, they will be trying a 2-year budget this time.

*Celia Contreras, Santa Fe Springs Fire* – They have a new chief, Chief Rodriguez, who came from Rancho Cucamonga. They are currently testing for engineer and have one (1) firefighter opening. Their Battalion Chiefs are now classified as Division Chiefs, although no pay increase and no new functions or duties.

*Ruth Slusher, Santa Fe Springs Fire* – They will be hosting a 5K in April with the city and police department in conjunction with their 50<sup>th</sup> anniversary.

*Jackie Vandagriff, Corona Fire* – Their fire marshal recently retired; the position was replaced with a FM/BC. Their second ladder company went into service in January.

*Zelda Ross, Downey Fire* – She reported that their deputy fire marshal is retiring soon. The Downey Firefighter's Association will be participating in the city street fair in April.

*Jeanne Bodine, Downey Fire* – They just completed a captain's promotional exam. They have a BC retiring soon. Their firefighters will be participating in a drill next week in Rancho Cucamonga; she thanked Christine Flores for the information.

*Pat Alvarez, Anaheim Fire* - Their academy just conducted a graduation for six (6) firefighter/paramedics and four (4) engineers. Their new station will be completed in July.

*Barbara Chapman, Santa Fe Springs Fire* – She reported that all three of their AFSS members would be attending the conference in April. She thanked everyone for attending this meeting at their department.

*Robin Brock, Rancho Cucamonga Fire* – Robin was not present, but sent in a roundtable item asking if AFSS will be doing something for administrative professional's day.

*Joyce Becker, Ontario Fire* – Their fire prevention bureau has moved to a new building away from fire admin, it has been very inconvenient. This will be temporary for about 3 years. She reported that she has a new boss, who was previously assigned to them. They just had a dinner for six (6) retirees. New firefighters will be hired to staff their new Station 9. She thanked everyone for awarding her member of the year at the last meeting.

*Chief Putney, Cambria Fire* – He spoke about a Discovery Channel film called "Back into the Fire" that benefits fallen firefighters. He asked us to encourage our departments to purchase these DVD's. He reported that Cal Chiefs will put together a group to look at safety considerations to promote through the Cal Chiefs website in addition to safety stand down. He thanked the group for the donation to his outreach group in the Dominican Republic.

*Colleen O'Keefe, West Covina* – She reported that two (2) new firefighters would start next week. Her chief will be retiring soon. He wanted her to share an AFSS article by Ronda Guillaume in the CFCA Annual Report.

*Roberta Mirzayans, Burbank Fire* – Her city's server crashed a few weeks ago; this presented many challenges. She thanked Darilyn O'Dell for helping her with the fan-outs during this time.

*Christine Flores, Rancho Cucamonga Fire* – They recently had a badge pinning ceremony for new and promotional employees. They hired seven (7) new firefighter/paramedics in January. The fire prevention specialist II was filled with an internal promotion; the fire prevention specialist I position remains open.

*Mary Scott, Chino Valley FPD* – They anticipate completion of their new admin building sometime in 2008. They will be holding their Firefighter's Ball on March 31. She thanked everyone for a great year; this will be her last quarterly meeting.

*Becky Timmers, North County Fire* – They have a new firefighter/paramedic and a Medical Services Officer starting on Monday. Their Station 3 remodel has begun. They are conducting a BC recruitment in April and have no internal candidates. They will be testing four (4) applicants.

#### **M. ADJOURNMENT**

Mary Scott announced that Judy Blumberg of Palm Springs Fire was this year's recipient of the conference scholarship for 1<sup>st</sup> time attendee.

Mary presented certificates of appreciation to the AFSS members from Santa Springs Fire for hosting this meeting.

**Motion:** With no further business, Ruth Slusher made a motion to adjourn the meeting. Carol Tousignant seconded the motion. Motion passed unanimously.

The meeting was adjourned at 13:25 hours.

The next meeting will be held on Tuesday, June 12, 2007. It will be hosted by Monterey Park and West Covina Fire. Location to be announced.

**Kathy Ford-Brodersen**

Kathy Ford-Brodersen  
Executive Board, Recording Secretary

AFSS Quarterly Meeting Minutes  
March 13, 2007

AFSS Southern Division  
Quarterly Meeting Attendees  
March 13, 2007

Altizer, Barbara	So. Pasadena FD (retired)
Alvarez, Patricia	Anaheim FD
Becker, Joyce	Ontario FD
Becker, Yvette	Monterey Park FD
Best, Brenda	OC Fire Authority
Bodine, Jeanne	Downey FD
Chapman, Barbara	Santa Fe Springs FD
Contreras, Celia	Santa Fe Springs FD
Connors, Gloria	Chino Valley FPD
Daughtery, Linda	Riverside Fire
Flores, Christine*	Rancho Cucamonga FD
Ford-Brodersen, Kathy*	North County FPD
Gill, Colleen	Newport Beach FD
Gullickson, Irma	Fullerton FD
Hendrix-Barcia, Leandra	Corona FD
Johanson, Deanne	Big Bear City FD
LeCates, Lisa	El Segundo FD
Lidster, Amy	San Miguel FPD
McCoy, Karen	City of Riverside FD
Magallanez, Sandy	Chino Valley FPD
Mirzayans, Roberta*	Burbank FD
Molina, Gina	Rancho Cucamonga FD
O'Dell, Darilyn	San Miguel FPD
O'Keefe, Colleen	West Covina FD
Prophet, Paris	OC Fire Authority
Putney, Bob	Cambria FD
Ross, Zelda	Downey FD
Scott, Mary*	Chino Valley FPD
Slusher, Ruth	Santa Fe Springs FD
Timmers, Becky*	North County FPD
Tousignant, Carol	Morro Bay FD
Vandagriff, Jackie	Corona FD
Waddell, Shelia	Brea FD
Wulfekuhl, Ali	Culver City FD

Guest: Burell, Jim Monterey Park FD

\*Denotes Executive Board members