



## Administrative Fire Services Section

### California Fire Chiefs Association Southern Division

#### AFSS Executive Board Meeting

*August 3, 2007*

*Chino Valley Fire Administration*

*9:00 a.m.*

#### **Board Members Present:**

Sylvia Diaz – President  
Becky Timmers – 2nd Vice President  
Lisa LeCates – Treasurer  
Darilyn O’Dell – Recording Secretary  
Roberta Mirzayans – Corresponding Secretary  
Chief Paul Benson – Section Chief  
Celia Contreras – Education Committee Coordinator

#### **Board Members Absent:**

Christine Flores – 1st Vice President

- A. **Call to Order:** President Diaz called the meeting to order at 9:11 a.m.
- B. **Additions to the Agenda:** Item V – Fall Executive Board Meeting Date was added to the agenda.
- C. **Review of April 2007 Executive Board Meeting Minutes:** Upon a motion by Roberta Mirzayans, seconded by Becky Timmers and unanimously carried, the minutes of the April 16, 2007 Executive Board Meeting were approved as amended.
- D. **Review of June 2007 Quarterly Meeting Minutes:** Upon a motion by Becky Timmers, seconded by Lisa LeCates and unanimously carried, the minutes of the June 12, 2007 Quarterly Meeting were approved as amended.
- E. **Review of April 2007 Joint E-Board Meeting Minutes:** The minutes of the April 17, 2007 Joint Executive Board Meeting were reviewed and corrections were noted.
- F. **Review of Agenda for September 11, 2007 Quarterly Meeting:** The Board reviewed and approved the draft agenda for the September 11, 2007 quarterly meeting. The education topic is “Laugh Yourself Safe” presented by Crime Stop USA.
- G. **Charitable Contributions:** Treasurer Lisa LeCates presented the four requests for donations that were received from the membership. Upon discussion, the Coy Family Memorial Fund was selected to receive this quarter’s charitable contribution.

H. **Committee Reports:**

Bylaws Committee – Barbara Altizer did not provide a report.

Communications Committee – Darilyn O’Dell reported that all articles are needed no later than August 31 to be included in the Fall Issue of the Fire Circle.

Conference Committee – Darilyn O’Dell gave an overview of the 2008 Conference.

Education Committee – Celia Contreras reported that with input from Santa Fe Springs Division Chiefs, Chris Crispo and Scott Goodwin, she was able to develop a variety of educational topics for future AFSS quarterly meetings. However, so far this year, each hosting agency has developed very informative and successful topics.

Historical Committee – Joyce Becker reported that the conference and June quarterly meeting pictures were sent out via Snapfish. She also noted that her committee continues to digitalize and archive information.

Membership Committee – Terrie Villalpando reported that the membership drive is now in progress and letters were mailed to 168 agencies/addresses that are not represented in our Division. In the letter, she requested them to consider having one or more of their administrative staff members join AFSS. To date, she has received six new membership applications: Grace Chavarria – West Covina Fire, Katie Holldber – US Forest Service, Cynthia Owens – Moreno Valley Fire, Grace Ramirez – Oceanside Fire, Lori Smith – Santa Ana Fire, and Ivy Walker Stringer – El Segundo Fire.

Ways and Means Committee – Amy Lidster did not provide a report.

I. **Section Chief Report** – Chief Benson noted that all is quiet at Cal Chiefs and there wasn’t anything to report.

J. **AFSS Tax ID** – Lisa LeCates brought forward two options for the AFSS Tax ID #. The two options are: creating a 501(c)3 organization or a 501(c)6 tax identification number under the parent of California Fire Chiefs Association. After discussion, and review of the paperwork necessary to create a 501c3 organization, it was decided to pursue the number as an association of CFCA.

K. **Cal Chiefs Annual Conference Registration** – Sylvia Diaz report that she, Becky Timmers, Chief Benson and Mary Scott (recipient of the Phil Armentrout Scholarship) would be attending the annual Cal Chiefs Conference in September. She also noted that she hasn’t received any information if help was needed for registration.

L. **Training Symposium (Fresno) Registration** – Lynn Pearson reported via email that the committee is progressing well. The final copies of the registration form, course description, and information flyer have been completed. You will be able to register for the symposium through a “gateway” for credit card charges. Once everything is finalized, an email will be sent to everyone with the documents and a link to the website.

- M. **Legislative Task Force Representative** – The names of all volunteers to be the Legislative Task Force Representative were placed in a container and Celia Contreras' name was selected. A conference call with the Northern Division was placed and the name of their selected volunteer (Deloris Osby – Gilroy Fire) was placed in a hat along with Celia; Northern Division President Joyce Engler announced that Delores was selected to the AFSS representative to Cal Chiefs Legislative Task Force with Celia being the alternative. These roles would switch annually.
- N. **2007 Conference – Final Income Statement** – The final income statement was reviewed and Treasurer LeCates will be sending a check in the amount of \$1,184.75 to the Northern Division for one half of the 2007 conference loss.
- O. **2008 Conference Update** – This report was given under Conference Committee Report.
- P. **AFSS (North and South) Membership in Excel Spreadsheet** – Sylvia Diaz reported that this is a carryover from the April meeting. She will be speaking with Membership Committee Coordinator Terrie Villalpando to get this set up and uploaded onto the secure portion of the Cal Chiefs website.
- Q. **Northern and Southern Division Brochures** – Sylvia Diaz reported that she will follow-up with Membership Committee Coordinator Terrie Villalpando on revisions to the membership brochure. Items to be included: testimonials from the Northern and Southern Division Section Chiefs and Cal Chiefs President, information regarding the PRP Program and annual conference.
- R. **2007 See's Candy Drive** – Ronda Guillaume volunteered to head up the See's Candy drive this year. Any profit above \$500 will be placed into the Phil Armentrout Scholarship Fund.
- S. **Historical Committee Information** – Joyce Becker wanted to stress that the Historical Committee needs the following items on an ongoing basis for archiving. Treasurer's Reports, Minutes, and Budgets.
- T. **Other Communication** – One Signature on Checks instead of two. After a discussion and review of the SOG's it was decided to allow one signature on checks.
- V. **Fall E-Board Meeting Date** – Friday, November 2, 2007 was selected as the next Executive Board Meeting at the Chino Valley Fire District Administrative Offices.
- U. **Adjourn** – With no further business to be brought forward, President Diaz adjourned the meeting at 1:58 p.m.

*Darilyn O'Dell*

Darilyn O'Dell  
Executive Board, Recording Secretary