



Administrative Fire Services Section

California Fire Chiefs Association Southern Division

AFSS Quarterly Meeting Minutes

September 11, 2007

Hosted by Orange County Fire Authority

A. Call to Order and Introductions:

- President Sylvia Diaz called the meeting to order at 9:28 a.m.
- Chris Duker, Orange County Fire Authority, led the flag salute.
- Chaplain Bob George, Orange County Fire Authority, presided over the September 11 memorial service held prior to the meeting.
- Assistant Fire Chief Lori Zeller and Assistant Fire Chief Laura Blaul welcomed the group to Orange County Fire Authority and thanked the staff of OCFA for hosting the meeting.
- The attendees gave self-introductions. There were six first time attendees: Olivia Moeller (OCFA), Ivy Walker-Stringer (El Segundo), Lorrie Ortiz-Rodriguez (Santa Ana), Lorene Ernst (Huntington Beach), Svetlana Moure (Garden Grove), and Sunni Min (OCFA).

B. Approval of Minutes:

Members reviewed the Minutes of the June 12, 2007 meeting.

Motion: Karen McCoy moved to approve the June 12, 2007 quarterly meeting minutes as presented. Corinne Flores seconded the motion. **Vote:** Unanimous.

C. Approval of Treasurer's Report:

Treasurer Lisa LeCates presented the Treasurer's Report and asked members to review.

Motion: Terrie Villalpando moved to approve the Treasurer's Report as distributed. Celia Contreras seconded the motion. **Vote:** Unanimous.

D. Section Chief's Report:

Chief Benson was not present due to a prior commitment. President Sylvia Diaz gave an overview of his report in the Fire Circle.

E. Correspondence Report:

Corresponding Secretary Roberta Mirzayans had nothing to report

F. Committee Reports:

Bylaws Committee

Barbara Altizer reported that changes need to be made to both the Standard Operating Guidelines and Bylaws. The Standard Operating Guidelines need to reflect the changes in the election process and the installation of the new officers. The Bylaws need amending to including the following "Any member in good standing prohibited from voting by these bylaws shall be granted voting privileges as a result of active involvement as a committee member or committee coordinator." Currently, committee coordinators and members who do not have active member status cannot vote.

Communications Committee

Darilyn O'Dell reported that the Fall Issue of the Fire Circle was distributed by fan-out on Friday, September 7. Extra copies of the Fire Circle are available.

Conference Committee

Darilyn O'Dell reported that everything is on track with the 2008 AFSS Conference. The Conference will be held at the Anaheim Sheraton, April 22-25, 2008. Registration information should be available late October or early November.

Education Committee

Celia Contreras reported that if anyone hosting a meeting needs help with the education topic to please contact her.

Historical Committee

Joyce Becker was not present; however, Cathy Thomas spoke on her behalf. She reported that the 2007 Conference and June Quarterly Meeting photos have been uploaded to SnapFish for review. The Committee is currently working on a photo directory. If you prefer a photo of your own to be put into the directory, please email the photo to Joyce Becker.

Membership Committee

Terrie Villalpando reported that they have received membership forms for 13 new members. Any current outstanding dues are considered past due and payment needs to be received as soon as possible. They have collected \$5,100 in dues to date.

Ways and Means Committee

Amy Lidster reported that she has Ways and Means items to sell at this meeting

G. Charitable Contributions:

Lisa LeCates announced the quarterly contribution of \$100.00 would be going to the Coy Family Memorial Fund. She asked members to keep suggestions flowing and to submit them to her at any time. She said that forms are available on the website.

H. Educational Program:

Cliff Dew of Crime Stop U.S.A. gave an interesting and interactive presentation on personal safety titled "Laugh Yourself Safe". At the conclusion, Sylvia Diaz presented Mr. Dew with a certificate of appreciation.

I. Old Business:

Brochures – Sylvia Diaz

Sylvia Diaz reported that we are currently working on developing a joint brochure with the Northern Division. The brochure will include testimonials from the Section Chiefs and will be appealing and eye catching to provide a short overview of AFSS to anyone interested in becoming a member..

Tax ID – Lisa LeCates

Lisa LeCates gave an overview of where the organization is in regard to obtaining a Tax ID number for our Division and assess if there is a need to file for tax exempt status. After discussion President Diaz formed an Ad Hoc Committee to review the need and the documentation necessary to request 501(c)3 status from the Internal Revenue Service. The Committee will be led by Lisa LeCates, Treasurer and consist of the following members: Patti Van Voorst, Irma Gullickson, Ronda Guillaume, and Cathy Thomas.

J. New Business:

Legislative Task Force – Sylvia Diaz

President Diaz reported on the process used to determine who would represent the AFSS Section on the Cal Chiefs Legislative Taskforce. She received several email responses from the fan-out requesting interested members. These individuals' names were placed in a hat and Celia Contreras was selected as the representative from the Southern Division. The Northern Division followed the same process and their representative was Deloris Osby. During a joint Executive Board Meeting conference call both names were placed into a hat and Deloris Osby, Gilroy Fire Department, was selected to be the representative from AFSS on the Legislative Taskforce with Celia Contreras, Santa Fe Springs as the alternate. Each year, the representative and alternate will switch roles.

Nominating Committee – Becky Timmers

2nd Vice President Becky Timmers reported she will be requesting nominations for the following positions with elections taking place in mid-November, voting results will be confirmed at the December quarterly meeting and swearing in at the April 2008 Conference. The positions open are 2nd Vice President (move-up position) and Corresponding Secretary (2-year commitment.) She and Roberta Mirzayans spoke on the learning experience of being on the Executive Board and encouraged members to consider accepting nominations.

See's Candy Fund Raiser – Ronda Guillaume

Ronda Guillaume reported that she will mail the See's Candy order forms AFSS members. She encouraged members to participate in the candy drive, of the 20 members who submitted orders last year sales grossed over \$4,000, a portion of which will be returned to our organization. Candy will be delivered at the December Quarterly Meeting in Palm Springs. Proceeds of the See's Candy Fundraiser benefit the Phil Armentrout Scholarship Fund.

Revised 07/08 Budget – Lisa LeCates

Lisa LeCates gave an overview of the two items that were added to the 2007/2008 budget: \$950 for CFCA Legislative Taskforce and \$1,000 for the 2008 Conference Host.

Motion: Carrie Joyce moved to approve the Amended 2007/2008 Budget as presented. Karen McCoy seconded the motion. Vote: Unanimous.

K. Round Table Discussion

Celia Contreras, Santa Fe Springs FD – The Department has completed their FORCED Program with 16 children going through the program. Next year they hope to recruit 28 children.

Amy Lidster, San Miguel FPD – She asked that if anyone has a Retention Policy that they email it to her. She has been tasked with developing one.

Judy Blumberg, Palm Springs FD - They have just hired six new firefighters with one being a female. They currently have three open positions.

Karen McCoy, City of Riverside FD – The department will be hiring an Administrative Assistant for their Deputy Chief within a month.

Pat Alvarez, Anaheim FD – Following a recent fan-out on their hiring of Firefighter/Paramedics, Pat advised that deadline has been extended to the 25th. They have just opened their 11th fire station and are currently building another.

Ronda Guillaume, Cathedral City FD – Cathedral City and Palm Springs Fire Departments are co-hosting the December quarterly meeting, which has been rescheduled to Friday, December 14. Please bring an unwrapped gift suitable for adults and/or children to be distributed to hospital burn units located in Southern California. She also mentioned that orders from the See's Candy drive would be distributed at this meeting.

Corrine Flores, Big Bear Lake FD – Big Bear experienced the Butler Fire over Labor Day Weekend, 2 miles west of the City. It created special problems as the community was crowded with tourists. They currently have openings for Receptionist and Firefighter/Paramedics. The City has renewed the MOU for 3 years. The City is trying to certify their confined space suite.

Sandy Magallenez, Chino Valley FPD – A firefighter will be retiring in November. They hope to begin construction on a new headquarters in October. They are also currently recruiting for three Firefighter/Paramedics. A board member resigned and they are in the process of filling that vacancy. The department created a Training Battalion Chief position who will oversee all training and they have purchased a staff vehicle for that position.

Cathee Harris, Orange County Fire Authority – OCFA is going through reorganization. Deputy Chief Pat Walker has been appointed to the new position of Chief of Staff, Assistant Chief Patrick McIntosh is now the Deputy Chief, Division Chief Mark Kramer is now Assistant Chief of Operations and Division Dave Pierce is now the new Assistant Chief of Support Services.

Becky Timmers, North County FPD – Their Bookkeeper, Diane Robbins, retired in early July and they hired Renae Rasmussen at the end of June to replace her.

Barbara Altizer, Retired-South Pasadena FD – Asked if the member of the year form would be going out soon. Becky Timmers responded they would be going out in early October.

Sylvia Diaz, Hermosa Beach FD – They have openings for entry and lateral Firefighter/Paramedics and are recruiting for a Fire Chief.

L. Adjournment

In adjourning the meeting Sylvia Diaz thanked the members of the Orange County Fire Authority for hosting the meeting.

The next meeting will be held on Friday, December 14, 2007 co-hosted by Cathedral City and Palm Springs Fire Departments.

Darilyn O'Dell

Darilyn O'Dell
Executive Board, Recording Secretary

Quarterly Meeting Attendees
September 11, 2007

<u>Attendee</u>	<u>Agency</u>
Barbara Altizer	South Pasadena Fire, Retired
Pat Alvarez	Anaheim Fire
Yvette Becker	Monterey Park Fire
Brenda Best	Orange County Fire Authority
Judy Blumberg	Palm Springs Fire
Jeannie Bodine	Downey Fire
Dreena Brethorst	Riverside County Fire
Robin Brock	Rancho Cucamonga Fire
Gloria Connors	Chino Valley Fire
Celia Contreras	Santa Fe Springs Fire
Kathy Danskin	Orange County Fire Authority
Linda Daugherty	City of Riverside Fire
Sylvia Diaz*	Hermosa Beach Fire
Chris Duker	Orange County Fire Authority
Lorene Ernst	Huntington Beach Fire
Christine Flores*	Rancho Cucamonga Fire
Corinne Flores	Big Bear Lake Fire
Colleen Gill	Newport Beach Fire
Ronda Guillaume	Cathedral City Fire
Irma Gullickson	Fullerton Fire
Cathee Harris	Orange County Fire Authority
Leandra Hendrix-Garcia	Corona Fire
Carrie Joyce	Laguna Beach Fire
Lisa LeCates*	El Segundo Fire
Amy Lidster	San Miguel Fire
Sandy Magallenez	Chino Valley Fire
Luz Martinez	Vernon Fire
Karen McCoy	City of Riverside Fire
Sunni Min	Orange County Fire Authority
Roberta Mirzayans*	Burbank Fire
Olivia Moeller	Orange County Fire Authority
Gina Molina	Rancho Cucamonga Fire
Svetlana Moure	Garden Grove Fire
Darilyn O'Dell*	San Miguel Fire
Colleen O'Keefe	West Covina Fire
Lorrie Ortiz-Rodriguez	Santa Ana Fire
Peggy Galvan Palmer	Pasadena Fire
Paris Prophet	Orange County Fire Authority
Zelda Ross	Downey Fire
Anika Sanchez	Cathedral City Fire
Cathy Thomas	Ontario Fire
Becky Timmers*	North County Fire
Patti Van Voorst	Orange fire
Jackie Vandagriff	Corona Fire
Terrie Villalpando	Corona Fire
Janet Vines-Mott	Palm Springs Fire
Sheila Waddell	Fullerton Fire
Ivy Walker-Stringer	El Segundo Fire
Alice Wulfekuhl	Culver City

*Denotes Executive Board Members