



Administrative Fire Services Section

California Fire Chiefs Association Southern Division

AFSS Quarterly Meeting Minutes

March 11, 2008

Hosted by CAL FIRE/Health & Safety

A. Call to Order and Introductions:

- President Sylvia Diaz called the meeting to order at 9:15 a.m.
- Jackie Vandagriff, Corona Fire Department, led the flag salute.
- Robin Brock, Rancho Cucamonga Fire District, provided the inspiration.
- CALFIRE/Clark Training Center Battalion Chief Pat Tomlinson welcomed everyone to the meeting.
- The attendees gave self-introductions. There were six first time attendees: Debbie Matthews (Riverside), Lynzi Parker (Twentynine Palms), Susan Bathurst (Big Bear City), Grace Chavarria (West Covina), Ana Neira (Laguna Beach), and Vicki Varnes (Chino Valley).

B. Approval of Minutes:

Members reviewed the Minutes of the December 14, 2007 meeting.

Motion: Ronda Guillaume moved to approve the December 14, 2007 quarterly meeting minutes. Celia Contreras 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: Eileen Dirksen moved to approve the Treasurer's Report as distributed. Nancy Haglund seconded the motion. **Vote: Unanimous.**

D. Section Chief's Report:

Chief Benson was not in attendance. President Diaz read his report from the Spring Issue of the Fire Circle

E. Correspondence Report:

Corresponding Secretary Roberta Mirzayans had nothing to report.

F. Committee Reports:

Bylaws Committee

Barbara Altizer reported that we were not able to vote on amended Bylaws at this meeting as we did not meet the 30-day wording distribution requirement. The wording on retired members voting will be distributed prior to and should be voted on at the June quarterly meeting. She also mentioned that she asked members who had previously been on the Bylaws Committee to consider rejoining the committee. Robin Brock, Nancy Haglund, Deanne Johanson agreed to join the committee. She urged all members to get involved.

Communications Committee

Darilyn O'Dell reported that the Spring Issue of the Fire Circle was distributed by fan-out on Thursday, March 6. Extra copies of the Fire Circle are available. She also thanked Robin Brock for volunteering to join the Communications Committee. Robin will be the editor of the Fire Circle beginning with the Summer Issue. During the Committee Faire, seven members signed up.

Conference Committee

Darilyn O'Dell reported that everything is on track with the 2008 AFSS Conference. 60 registrations have been received to date. She reminded everyone that the deadline to register for the conference is April 1, while the deadline for the hotel reservations is March 21.

Education Committee

Celia Contreras reported that she received several members interested in joining the Education Committee.

Historical Committee

Joyce Becker reported that she is still working on the photo directory. She and Terrie Villalpando worked together getting the pictures placed in the membership directory. She will continue to take pictures at the quarterly meetings for inclusion in the directory. She reported that she sent the photos of the last quarterly meeting out through Snapfish; if you did not receive the email or if you are having difficulty accessing the photo albums to please let her know. She also brought up for discussion the possibility of doing annual books as part of the Historical Committee.

Membership Committee

Terrie Villalpando reported she has begun the membership drive sending out 130 letters to agencies without member representation. She would like to thank everyone who was interested in joining the Membership Committee and announced that she would like to step down as committee coordinator.

Ways and Means Committee

Lisa LeCates reported on behalf of the Amy Lidster, who was not present, noting that four members have signed up to be on the Ways and Means Committee.

G. Educational Program:

Rosalyn Carter, Executive Assistant, City of Moreno Valley, gave a presentation on "Motivating Members to Become More Involved." At the conclusion, Sylvia Diaz presented Ms. Carter with a certificate of appreciation.

H. Special Presentation:

Kathy Danskin and Barbara Altizer shared several stories of newly retired Carrie Joyce. Sylvia Diaz read a letter from Laguna Beach Fire Chief Mike Macey, and presented Carrie with a Life Member badge.

I. Committee Faire:

Committee Coordinators were available to discuss the work of their committees and encourage members to participate via sign-up sheets.

J. Old Business:

Brochures – Sylvia Diaz

Nothing new to report at this time.

Tax ID – Lisa LeCates

Lisa LeCates gave a review of the process on which type of tax exemption status to file with the Internal Revenue Service. It was determined that AFSS Southern Division will file for 501(c)6 exemption.

K. New Business:

Charitable Contributions – Lisa LeCates

Lisa LeCates announced that no one submitted a request for the quarterly contribution of \$100. Lisa asked the membership if they would support donating the quarterly charitable contribution to the Family Fund of Murrieta Captain Matt Moore as a late submittal.

Motion: Nancy Haglund moved to accepted the late submittal and approve the quarterly charitable contribution given to the Family Fund of Murrieta Captain Matt Moore. Valerie Nellis seconded the motion. **Vote: Unanimous.**

Date Change June Quarterly Meeting – Sylvia Diaz

Sylvia Diaz asked if there was an interest to move the June quarterly meeting to Friday, June 13 due to the commute to Grover Beach.

Motion: Carrie Joyce moved to swap the meeting locations for the June and September quarterly meetings and change the date of the September meeting to Friday, September 12. Karen McCoy seconded the motion. **Vote: Unanimous.**

Motion: Robin Brock moved to set the meeting date of the December quarterly meeting, hosted by San Miguel Fire District, to Friday, December 12. Carol Tousignant seconded the motion. **Vote: Unanimous.**

June – Hermosa Beach

September – Grover Beach/Arroyo Grande

December – San Miguel (San Diego County)

Education Funding Quarterly Meetings – Sylvia Diaz

President Diaz brought up that there is a budget line for speakers at quarterly meetings and additional funds are available on a case by case basis. Information sent to host agencies a month prior to the meeting discusses funding levels. Host agency information is also available in the Standard Operating Guidelines. Budget requests need to be submitted by May 1st.

CFCA Strategic Planning Update – Sylvia Diaz

President Diaz reported that she and 1st Vice President Christine Flores attended the Cal Chiefs Strategic Planning in January. During the report from AFSS they encouraged Chiefs to allow their administrative staffs to participate, attend the annual conference in April, and to have more communication between the Section and Cal Chiefs.

Conference Scholarship – Becky Timmers

Becky Timmers gave an overview of the process that up to two members can receive the annual conference scholarship. She then announced that Naomi McManus of CAL FIRE/San Luis Obispo County Fire was selected to receive the 2008 AFSS Conference Scholarship.

Executive Board Term Discussion – Sylvia Diaz

President Diaz brought before the membership the idea that was discussed at the February Executive Board meeting of changing the term lengths for President, 1st Vice President, and 2nd Vice President. The new limits would be President – two-years; First Vice-President (automatic move up to President) two-years; Second Vice-President (move up not automatic) two-years. If the Second Vice-President chose to move up to First Vice-President the election would only be for Second Vice-President; if not, the election would be for First Vice-President and Second Vice-President. After a lengthy discussion, the Executive Board will take all comments into consideration and advise of their decision.

L. Round Table Discussion

Terrie Villalpando, Corona FD – Chief Warren is retiring in July.

Nancy Haglund, Arroyo Grande FD – Contracting with Oceano CSA for Fire Chief, Training and Administrative services. They are also creating a 5-City Reserve Firefighter Program.

Celia Contreras, Santa Fe Springs FD – The name of their Department has been changed to the “City of Santa Fe Springs Fire-Rescue”.

Lynzi Parker, Twentynine Palms FD – This is her first meeting and she is being allowed to participate after her chief heard President Diaz speak at the Cal Chiefs Strategic Planning Meeting

Robin Brock, Rancho Cucamonga FPD – She will be taking on the responsibilities as new editor of Fire Circle quarterly newsletter.

Kathy Danskin, Orange County Fire Authority – As a result of the October wildfires, Ford Motor Company donated 10 vehicles to OCFA (F150’s and Expeditions.)

M. Adjournment

In adjourning the meeting at 3:30 p.m., Sylvia Diaz thanked Sherre Nissley and CAL FIRE/Health & Safety for hosting the meeting.

The next meeting will be held on Tuesday, June 10, 2008 hosted by Hermosa Beach Fire Department.

Darilyn O’Dell

Darilyn O’Dell
Executive Board, Recording Secretary

Quarterly Meeting Attendees
March 11, 2008

Attendee

Pat Alvarez
Barbara Altizer
Susan Bathurst
Joyce Becker
Yvette Becker
Robin Brock
Grace Chavarria
Gloria Connors
Celia Contreras
Kathy Danskin
Linda Daughtery
Jodie Dennis
Sylvia Diaz*
Eileen Dirksen
Christine Flores*
Kathy Ford-Brodersen
Colleen Gill
Ronda Guillaume
Irma Gullickson
Alison Guzman-Wulfekuhl
Nancy Haglund
Deanne Johanson
Carrie Joyce
Lisa LeCates*
Sandy Magallanez
Debbie Mathews
Karen McCoy
Patty Miller
Roberta Mirzayans*
Ana Neira
Valerie Nellis
Sherre Nissley
Darilyn O'Dell*
Colleen O'Keefe
Lynzi Parker
Rena Rasmussen
Anika Sanchez
Paul Segalla, Fire Chief
Kay Tavis
Becky Timmers*
Carol Tousignant
Jackie Vandagriff
Vicki Varnes
Terrie Villalpando
Sheila Waddell

Agency

Anaheim Fire
South Pasadena Fire, Retired
Big Bear City
Ontario Fire
Monterey Park Fire
Rancho Cucamonga Fire
West Covina Fire
Chino Valley Fire
Santa Fe Springs Fire
Orange County Fire Authority
Riverside City Fire
Monrovia Fire
Hermosa Beach Fire
Redlands Fire
Rancho Cucamonga Fire
North County Fire
Newport Beach Fire
Cathedral City Fire
Fullerton Fire
Culver City Fire
Arroyo Grande Fire
Big Bear City Fire
Laguna Beach Fire
El Segundo Fire
Chino Valley Fire
Riverside County Fire
Riverside City Fire
Upland Fire
Burbank Fire
Laguna Beach Fire
Heartland Fire Communications
CAL FIRE
San Miguel Fire
West Covina Fire
Twentynine Palms Fire
North County Fire
Cathedral City Fire
West Covina Fire
Upland Fire
North County Fire
Morro Bay Fire
Corona Fire
Chino Valley Fire
Corona Fire
Brea Fire

*Denotes Executive Board Members