



ADMINISTRATIVE Fire Services Section Southern Division

AFSS Quarterly Meeting Minutes

June 22, 2018

Hosted by Kern County Fire Department

A. Call to Order and Introductions

- President Ron Liechti called the meeting to order at 9:20 a.m.
- Joanne Zazueta, Kern County Fire Department led the flag salute.
- Chaplain Coleman Souers from Kern County Fire Department offered the inspirational message and led the attendees in prayer.
- Manager Georgianna Armstrong from the Office of Emergency Services at Kern County Fire Department welcomed the members to the meeting and provided a brief update of the functions of the center.
- Attendees gave self-introductions and there were no new members in attendance.
- Announcement & Vote- Second Vice President - President Ron Liechti announced that Michelle Pearson, CALFIRE-Pismo Beach has accepted the nomination of Second Vice President. It was moved by Christine Flores, seconded by Joanne Zazueta and unanimously carried that Michelle Pearson was elected to assume the Second Vice President position. Janet Arthur, First Vice President added that Fire Chief Scott Jalbert will issue the oath of office to Michelle and will officially install her when she returns from her vacation. **Vote: Unanimous, Motion Carried.**

B. President's Report President Ron Liechti reported today's meeting has a full agenda which includes but not limited to changes and updates to the SOGs, North Division Bylaws change/approval, and approval of the 2018/2019 budget.

He added the membership drive will be in full swing beginning in July and announced we now have the ability to pay via credit card for membership, meetings and conferences. There is a small transaction fee that is paid directly to Pay Pal for the use of online payments. He added that First Vice President Janet Arthur obtained the signature of Southern Section Fire Chief Wolfgang Knabe for the letters that are being sent out to all agencies for the membership drive. Janet said that Michelle Pearson updated the brochures from the prior year and they will be included with the letters and mailed next week. The goal is to increase membership by 25% (approximately 17 members). The brochure is being printed by Michelle at no cost to AFSS. In addition, the membership directory is currently being organized by Annette Arnesen and will be ready for distribution to new members with their welcome package by the end of September.

He shared that the location of the 2019 conference will be announced later today.

Lastly, he announced that we currently have the position of Treasurer open and if any members were interested to let the board know. Recently, Treasurer Leah Harris had to step down from this position. Darilyn O'Dell (San Miguel Fire Protection District-*Retired*) will be acting as the interim Treasurer (without voting rights because she is a retiree member) until the position can be filled. He thanked Darilyn for helping out during this time.



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C. Consent Calendar

After a brief review, it was moved by Gemma Pagala, seconded by Audra Tellez and unanimously carried to approve the minutes from the March 15, 2018 meeting and the Treasurer's report ending March 31, 2018. **Vote: Unanimous, Motion Carried.**

D. Reports

- **Section Chief's Report:** Fire Chief Wolfgang Knabe reported the following to the members at the meeting. He reiterated to everyone in attendance how much he supports and appreciates what AFSS means to the fire service. He added the 2018 CalChiefs Annual Conference is slated for September 26-28 in Sacramento, CA. He announced the current CalChiefs President Fire Chief Mark Hartwig (San Bernardino County Fire Department) will end his position later this year and the current President Elect Fire Chief Jeff Meston (South Lake Tahoe Fire Department) will assume the position of President at that time. He shared his passion for the Army program Soldiers for Life which provides training and reintegration into the workforce once they separate from service.
- **Correspondence Report:** Corresponding Secretary Audra Tellez said Maria Cabral will begin her position as Corresponding Secretary in July and said they have been cross training with each other for a smooth transition. She has enjoyed her two years serving on the board and will miss being a board member.
- **Committee Report:** First Vice President Janet Arthur relayed a message from Valerie Nellis (Bylaws) and that she apologizes for not being in attendance and had no report. Janet announced the 2019 conference will be held at the Paso Robles Inn the week of April 29, 2019. The conference committee consists of Janet Arthur, Audra Tellez, Gemma Pagala, Michelle Pearson, Harmony Brown, Staci Kolbeck, Dawn McLean, and Patty Barragan. The topics at the conference will be fanned out early to all members. The 30th anniversary theme will also be used at the conference.

Leah Harris (Historical) announced that the coordinator position is still open and needs filling if anyone is interested.

Janet provided an update on Michelle Pearson's behalf and said Michelle is looking at updated name badges that are similar to the ones the north division used which are smaller and use magnets to attach to your shirt. Janet will clarify the pricing for the badges and if the badges are for new members only or if existing members will have their badges changed out for the newer version. Interim Treasurer Darilyn O'Dell added the budget may need amending depending on if the badges will be issued to all members or just the new members.

Audra Tellez volunteered to step up as the Ways and Means Committee Coordinator.

We are still looking for someone to fill the Treasurer position on the board and also need Historical and Facebook coordinators.



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E. **Presentation/Educational Program:** Kern County Fire Department Fire Chief & Director of Emergency Services Brian S. Marshall provided an overview of their EOC and the 8000 square miles they encompass. He noted the 2 year anniversary of the Erskine Fire was approaching. A regional cache is being developed that will have water and MRE's available to his firefighters in the event they have another fire of this magnitude. He then spoke on the topic of "Be Your Own Hero" personal preparedness in the workplace and asked those in attendance to reach back and take a backpack off of their chairs. He provided the backpacks and the contents that were inside to everyone and asked that they keep these under their desks at work. A list of items that should be added and customized by each person was included. His challenge to everyone at the meeting is to begin this type of a program with their own staff in the workplace because he believes it is about taking care of your own people.

F. **Business**

- Bylaws-General Membership vote on changes regarding Life Membership Article 2 Section 2.4

President Ron Liechti explained that the Northern Division has already approved the following language change and that the Southern Division needed to vote on the change.

- 1) Article 2 Section 2.4 Life Membership (Page 4). *"Should a Life member return to a position in the fire service, Life membership will be suspended and an Active membership will be required to participate in AFSS at Member rates."*

It was moved by Audra Tellez, seconded by Gemma Pagala and unanimously carried to approve the Life Membership change in language as noted above. **Vote: Unanimous, Motion Carried.**

- **SOG Revisions**

- **Changes with No Financial Impact (Approved by Executive Board at their May 4, 2018 Meeting).** Ron Liechti explained no vote was needed due to it was pagination updates and the new logo was replaced in the document which resulted in no financial impact.
- **Changes with a Financial Impact (General Membership Vote Required)**
Ron Liechti reviewed the amendments to the SOGs that require a financial impact. They are as follows on page 21 of the SOGs. Funding for Life Member Legacy Scholarship Recipients - *"The Board shall incorporate into its annual budget funding for two (2) conference registration fees."* Qualifications to Receive the Life Member Legacy Scholarship - *"You are a Life Member of AFSS and No letter of intent is required."* Selection Process for Life Member Legacy Scholarship - *"Life Members will submit their name to the Sound Vice President prior to the second Friday in October of each year for consideration. The Second Vice President will send a fan-out to remind Life Members to submit their name."*



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- **Changes with a Financial Impact (General Membership Vote Required)
*Continued***

Names of those who've submitted their request will be put into a "drawing" at the November Executive Board Meeting. Two names will be drawn. Recipient(s) will be notified in December at the General Membership meeting. It was moved by Janet Arthur, seconded by Christine Flores and unanimously carried to approve the revisions to the SOGs on page 21 with a financial impact as stated above.

Vote: Unanimous, Motion Carried.

After the vote a discussion occurred and Darilyn O'Dell requested to add back in to the SOGs the AFSS Scholarship Financial Hardship from 2009. She will send the language to Janet Arthur and this item will be discussed at the August 17, 2018 EBoard meeting then voted on at the September 18th General Membership Meeting.

- **Charitable Contributions:** Second Vice President Maria Koolhoven reported at the May 4, 2018, Southern EBoard Meeting, the members received (2) Request for Charitable Donation submittals. After discussion, it was voted unanimously to award Kyle Ornelas the \$200.00 donation. Kyle was diagnosed with Duchenne Muscular Dystrophy when he was five years old. He plans on donating the raised funds for research to save lives and give boys and young men a more independent lifestyle. His fundraiser is through the website You Caring.

- **Change to AFSS Southern Division Fees: (General Membership discussion)**
Ron Liechti said recently the hosts of our quarterly meetings has requested an increase in fees in order to accommodate offsite spaces/lunch. After discussion, it was moved by Christine Flores, seconded by Audra Tellez and unanimously carried to approve the changes to the dues and fees in the SOGs on page 4. See the matrix below for the increases listed under Approved/Changed Amount. The SOGs will need to be updated to reflect the changes approved at the meeting today. **Vote: Unanimous, Motion Carried.**

<u>Dues for membership</u>	<u>Current/Approved/Changed Amount</u>	
Active Member	\$50/year	\$60/year
Associate Member	\$30/year	\$35/year
Sustaining Member	\$75/year	\$80/year
Life Member	\$5/year	\$10/year
Honorary Member	No charge	No charge

- **2018/2019 Budget:** After discussion, it was moved by Gemma Pagala, seconded by Janet Arthur and unanimously carried to approve the 2018/2019 Budget with the following modifications made to the budget: Add \$200 to the Ways and Means amount, add \$500 for annual payment for Constant Contact renewal fees, and add \$300 to Membership. The following changes will be updated in the 2018/2019 Budget and made by Interim Treasurer Darilyn O'Dell.



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Presentations: The following presentations were being acknowledged. President Ron Liechti presented outgoing Corresponding Secretary Audra Tellez a plaque that read “*In grateful appreciation for your outstanding dedication and leadership*” for her term as Corresponding Secretary from May 2016 to June 2018.”

First Vice President Janet Arthur presented outgoing President Ron Liechti a plaque that read “*In grateful appreciation for your outstanding dedication and leadership*” for his three different positions held on the board. They were Second Vice President May 2015-June 2016, First Vice President May 2016-June 2017 and President May 2017-June 2018.”

Ron Liechti presented Joanne Zazueta, Kern County Fire Department with a certificate.

- G. **Good of the Order**
Leah Harris requested for future consideration that Lifetime members have the ability to vote. Ron said this would be on the agenda for discussion at the EBoard meeting in August and then at the next general membership meeting in September.
- H. **Adjournment**
With no additional business to discuss, meeting adjourned at 1:14 p.m.

Teri Chamness
AFSS Southern Division Recording Secretary



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Future Meetings

Southern Division E-Board Starting at 10:00 a.m.
August 17, 2018 – City of Santa Barbara Fire Department HQ

Joint E-Board Northern and Southern Conference Call Starting at 9:00 a.m.
August 9, 2018

Quarterly General Membership Starting 9:00 a.m.
September 18, 2018 Chino Valley Fire District
December 7, 2018 Heartland Fire Communications (Coronado)

Conferences

AFSS Educational Forum April 30-May 3, 2019 Paso Robles Inn (South Hosting)

July 1, 2017 to June 30, 2018		Comments
Executive Board		
Position	Name	
President	Ron Liechti	
First Vice President	Janet Arthur	
Second Vice President	Maria Koolhoven	
Recording Secretary	Teri Chamness	
Corresponding Secretary	Audra Tellez	
Treasurer	Open Position	Darilyn O'Dell Interim Treasurer Need someone to be the Treasurer.
Executive Liaison	Wolf Knabe	
Member at Large	N/A North Only	
Committee	Coordinator	Executive Board Liaison
By- Laws/Guidelines	Valerie Nellis/ Barbara Altizer	Teri Chamness
Communications/ Website	Vicki Varnes*/ Leah Harris**	Audra Tellez Vicky Varnes-Website Updates/Leah Harris -Facebook Updates Need someone to take over Facebook.
2018 Conference	Wendy Nesby	Ron Liechti
2019 Conference	Michelle Pearson	Janet Arthur, Audra Tellez, Gemma Pagala, Michelle Pearson, Harmony Brown, Staci Kolbeck, Dawn McLean, Patty Barragan
Education	Valerie Nellis/Pat Alvarez	Janet Arthur
Historical	Open Position	Leah Harris Need someone to take over.
Membership	Annette Arnesen	Maria Koolhoven
Ways & Means	Michelle Pearson	Leah Harris, Audra Tellez



ADMINISTRATIVE Fire Services Section Southern Division

June 22, 2018 Quarterly Meeting Kern County Fire Department

Members in Attendance

Attendees

Fire Chief Brian Marshall
Fire Chief Wolfgang Knabe
Ron Liehti*
Janet Arthur*
Maria Koolhoven*
Audra Tellez*
Teri Chamness*
Leah Harris
Joanne Zazueta
Valerie Gonzalez
Toni Crosby
Christine Flores
Darilyn O'Dell**
Gemma Pagala
Nancy Haglund
Carol Tousignant

Agency

Kern County Fire Department
Brea/Fullerton Fire Department
Santa Barbara City Fire Department
CAL FIRE San Luis Obispo County Fire Department
Redlands Fire Department
Monrovia Fire Department
Metro Cities Fire Authority
San Miguel Fire Protection District
Kern County Fire Department
Kern County Fire Department
Bakersfield Fire Department
Rancho Cucamonga Fire District
San Miguel Fire Protection District-*Retired*
Monrovia Fire Department
Five Cities Fire Authority-*Retired*
Morro Bay Fire Department-*Retired*

*Denotes Executive Board Members

**Denotes Interim Treasurer