



# ADMINISTRATIVE Fire Services Section Southern Division

## AFSS Quarterly Meeting Minutes

March 22, 2019

Hosted by San Miguel Consolidated Fire Protection District

### A. Call to Order and Introductions

- 1<sup>st</sup> Vice President Maria Koolhoven called the meeting to order at 9:13 a.m.
- Liz Dibb from San Miguel Consolidated Fire Protection District led the flag salute.
- Inspiration was given by Diana Herron from San Miguel Consolidated Fire Protection District.
- Fire Chief Brainard welcomed everyone to the meeting and introduced Chaplain Randy Yenter, and Randy led us in prayer.
- Attendees gave self-introductions and there were four new members and first time attendees in attendance in total. They are: Vanessa Aria, El Segundo Fire Department; Elizabeth Goodness, Rincon Fire Department; Shayna Rians, San Miguel Fire Protection District; Nathalia Flores, Sierra Madre Fire Department; and Amy Mayerchik from Valley Center Fire Department

### B. President's Report

Janet Arthur was not able to attend today. Janet and Maria Koolhoven along with the North section visited the CalChiefs Annual Conference in January. They participated in the SWOT analysis along with the other CalChiefs sections. CalChiefs voted to increase the membership rate of 60%, so our dues will likely increase. AFSS-South new board members will hold a budget meeting following today's quarterly meeting for FY 19/20. The North AFSS President, Danette has left the fire service, so Lynda Vargas is now the President and Janice Parker is the 1<sup>st</sup> Vice President. That leaves a vacancy for 2<sup>nd</sup> Vice President. Janet Arthur mailed out the AFSS brochures to the Cal Fire Unit Chiefs.

### C. Consent Calendar

With corrections (see below), the December 2018 minutes and Treasurer's Report ending in December 31, 2018 was moved by Leah Harris, San Miguel Fire Protection District and seconded by Audra Tellez, Monrovia Fire Department **Vote: Unanimous, Motion Carried.**

Correction to December 7, 2018 minutes: New badge is not \$10. It's \$22.42 for new style badge (not for new member).

### D. Reports

#### ▪ **Section Chief's Report:**

Maria Koolhoven announced our new CalChiefs liaison - Chief Edward Hadfield. He was not able to attend today's meeting due to a mandatory meeting with Council.



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- **Correspondence Report:**

Maria Cabral read the thank you letter from Holly Bettge, Special Events Volunteer for Growing Pains. She thanked AFSS for the generous donation. [See attached.](#)

- **Committee Report:**

Membership (Michelle Pearson): Annette Arnesen was not able to attend today's meeting. Currently we have 102 members, 29 are new. The committee has implemented a process workflow on new memberships. The workflow describes the responsibilities for each committee member.

Conference (Michelle Pearson): Six weeks away and the committee is doing a good job. At this point, the committee is currently working on the small details. Michelle reminded meeting attendees about the succulent class held on the evening of May 1. A wine walk evening will also be an option. To date, 88 attendees have registered. Paso Robles Inn is sold out. Marriott is the overflow hotel. Michelle reminded the membership that the installation banquet theme is Great Gatsby. Leah Harris is currently working on a slide show. Please send any photos to the following email address: [historicalcommittee28@gmail.com](mailto:historicalcommittee28@gmail.com)

Ways and Means (Audra Tellez): Audra is currently looking into a commemorative item for our 30<sup>th</sup> anniversary. In addition, committee is currently working on getting Ways and Means onto the website.

No other committee updates.

E. **Presentation/Educational Program:**

Leah Harris introduced Alexis Barker, Senior Manager of Business Process Improvement for Nordstrom on Continuous Improvement in Any Workplace. [See attached.](#)

Lunch, Meeting resumed at 1:01 p.m.

F. **Business**

- Vote on Life Member Voting: Both North and South approved Life Member Voting Rights: Life members shall be entitled to all privileges and benefits provided by the section, including the ability to vote, and shall not be entitled to hold office. Moved by Audra Tellez, Monrovia Fire Department, seconded by Michelle Pearson, CALFIRE Pismo Beach Fire Department. **Vote: Unanimous, Motion Carried.**

- Hardship Scholarship Announcement: Maria Koolhoven briefed the meeting attendees on the history of the Hardship Scholarship. The board received three new applications, and awarded the scholarship to Nathalia Flores, Sierra Madre Fire Department.

- Charitable Contributions: Maria Cabral announced that the March 2019 Charitable Contribution is awarded to Kathy Story. Janet Arthur applied for Kathy Story to receive the donation to help with the cost of a wheelchair and a vehicle equipped for transport.



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- Vote to roll extra money over from Phil Armentrout: Maria Koolhoven briefed the meeting attendees on the history of the Phil Armentrout Scholarship. [Moved by Barbara Watkins, Heartland Fire and Rescue, seconded by Christine White, Brea Fire Department. Vote: Unanimous, Motion Carried.](#)
- Legislative Committees: Maria Koolhoven briefed the meeting attendees on the history of the Legislative Committee. CalChiefs is looking for AFSS Legislative Committee members. Darilyn O'Dell mentioned that a member from AFSS-North usually represents both north and south. The Southern Board voted against forming a legislative committee.
- Cal Chiefs support/fees: Maria K. updated attendees that CalChiefs asked for feedback that we would like to see from CalChiefs.
- 2019 Host Meeting Locations: Attendees questioned when the date changed for the meetings – from 2<sup>nd</sup> Tuesday of the month. Michelle Pearson made note and will look into previous minutes. After discussion the following locations/dates and hosts were selected:  
  
June 11, 2019, CALFIRE Rincon Fire Department (Liz Goodness)  
September 6, 2019, Palm Springs Fire Department (Janet Vines)  
December 13, 2019, San Luis Obispo Area (Janet Arthur) – tentatively held in Pismo Beach.
- Committee Vacancies: Looking for volunteers for Historical Committee. There was discussion on historical data/CDs and who has them. Vanessa Arias from El Segundo Fire Department will look into it.
- SOG changes: Education Certs and Treasurer. Education Certificates will now be under the responsibility of the Education Committee. Changes to 1st Vice-President responsibilities – 1<sup>st</sup> Vice President will be present with the Treasurer to account for meeting funds at the end of each meeting for checks and balances. Revised SOGs will be sent out. Additionally, Christine White is drafting a new policy regarding AFSS debit cards via Firefighter First Credit Union. Board will review per diem and will bring to general membership.

## F. Good of the Order

- Retired Member for 3 years, Joyce Becker, Ontario Fire Department. She and Marie Gonzalez are from Ontario.
- Maria Koolhoven presented hosts from San Miguel Fire with certificates: Liz Dibb, Diana Herron, Shayna Rians, and Leah Harris.



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- Gina Molina had kidney transplant and everything is going well. It was suggested that we organize a card shower for Gina. Maria Cabral will send a fan-out.
- Liz Dibb, San Miguel Fire has agreed to manage the social media accounts for AFSS-South.

G. **Adjournment**

With no additional business to discuss, meeting adjourned at 1:57 p.m., by Maria Koolhoven

*Maria Cabral  
AFSS Southern Division Corresponding Secretary*



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### Future Meetings

#### Southern Division E-Board

April 29, 2019, 4:00 p.m. – Skype Meeting

#### Joint E-Board Northern and Southern

April 30, 2019, 1:00 p.m. – Paso Robles Inn – Boardroom – Ballroom Building

#### Quarterly General Membership Starting 9:00 a.m.

June 11, 2019 CALFIRE Rincon Fire Department (Liz G.)

September 6, 2019 Palm Springs Fire Department (Janet V.)

December 13, 2019 San Luis Obispo Area (Janet A.)

### Conferences

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

July 1, 2018 to June 30, 2019		Comments
<b>Executive Board</b>		
<b>Position</b>	<b>Name</b>	
President	Janet Arthur	
First Vice President	Maria Koolhoven	
Second Vice President	Michelle Pearson	
Recording Secretary	Teri Chamness	
Corresponding Secretary	Maria Cabral	
Treasurer	Christine White	Voted on at the 12/7/18 Meeting.
Executive Liaison	Dan Stefano	Fire Chief Dan Stefano stepped into the position upon Chief Knabe's retirement.
Member at Large	N/A North Only	
<b>Committee</b>	<b>Coordinator</b>	<b>Executive Board Liaison</b>
By-Laws/Guidelines	Valerie Nellis/ Barbara Altizer	Teri Chamness
Communications / Website	Vicki Varnes/ Lizz Dibb	Maria Cabral Vicky Varnes-Website Updates Lizz Dibb – Social Media
2019 Conference	Michelle Pearson	Janet Arthur Committee Members: Audra Tellez, Gemma Pagala, Harmony Brown, Staci Kolbeck, Dawn McLean, Patty Barragan
Education	Valerie Nellis/Pat Alvarez	Maria Koolhoven
Historical	Open Position	Need someone to take over.
Membership	Annette Arnesen	Michelle Pearson Committee Members: Debbie Matthews, Ron Leichti
Ways & Means	Audra Tellez	Christine White



# ADMINISTRATIVE Fire Services Section Southern Division

## March 22, 2019 Quarterly Meeting San Miguel Consolidated Fire Protection District

### Members in Attendance

#### Attendees

Fire Chief Criss Brainard  
Maria Koolhoven\*  
Michelle Pearson\*  
Maria Cabral\*  
Christine White\*  
Barbara Altizer  
Vanessa Arias  
Joyce Becker  
Liz Dibb  
Nathalia Flores  
Marie Gonzales  
Elizabeth Goodness  
Nancy Haglund  
Leah Harris  
Joanna Hernandez  
Diana Herron  
Zora Kunich  
Debbie Matthews  
Amy Mayerchick  
Darilyn O'Dell  
Kevin O'Leary  
Gemma Pagala  
Belinda Ramirez  
Shayna Rians  
Audra Tellez  
Carol Tousignant

#### Agency

San Miguel Consolidated Fire Protection District  
Redlands Fire Department  
CAL FIRE Pismo Beach Fire Department  
Santa Monica Fire Department  
Brea Fire Department  
South Pasadena Fire  
El Segundo Fire  
Ontario Fire - Retiree  
San Miguel Fire  
Sierra Madre Fire  
Ontario Fire  
Rincon Fire  
Five Cities FA - Retiree  
San Miguel Fire  
Barona Fire  
San Miguel Fire  
Torrance Fire  
CAL FIRE - Riverside  
Valley Center Fire  
San Miguel Fire - Retiree  
County of San Diego  
Monrovia Fire & Rescue  
Fullerton Fire  
San Miguel Fire  
Monrovia Fire & Rescue  
Morro Bay Fire – Retiree

\*Denotes Executive Board Members