# December 7, 2022

Hosted by: Redlands Fire Department

Location: University of Redlands, 1178 E Brockton Ave. Redlands, CA 92374

### Call to Order and Introductions:

* + **Call to order:** Michelle Pearson called the meeting to order at 9:07am.
	+ **Flag salute:** Esther Martinez led the flag salute.
	+ **Inspiration:** Engineer Mike Leinen read an inspirational message about teamwork and support.
	+ **Welcome:** Redlands Fire Chief Sessler gave a welcome, thank you for support. Appreciative of admin resources, huge impact for suppression.
	+ **Self-Introductions/First Time Attendees:**
		- First time attendees:
			* Paula Cardiel, Santa Monica Fire Department
			* Veronica Leal, El Centro Fire Department
			* Jainell Wessman, Redlands Fire Department
			* Esther Martinez, Redlands Fire Department
		- New members:
			* Paula Cardiel, Santa Monica Fire Department
			* Veronica Leal, El Centro Fire Department

###  President’s Report:

 Michelle Pearson:

* + CalChiefs planning meeting update. Attended in October with AFSS North Section President Brita Geiger. Smaller group, more inclusive. Able to offer suggestions to chiefs. Introduction to who we are, what we do, and how we can assist them. Chiefs want admins to be included more. A quarterly section meeting was established so that presidents know what each section is doing. CalChiefs are restructuring organization due to low membership levels. Working on how to increase membership and participation. Still need to increase AFSS agency participation. A lot of agencies still not members.

###  Consent Calendar:

* + **Meeting Minutes:**
		- Approval of September 23, 2022, Quarterly meeting minutes.
			* Christine White would like change to charitable contributions, 2nd bullet. E-board selected May, a friend of retired city employee Christine White.
	+ **Treasurers Report:**
		- Report not sent out. Tabled until March 2023

Motion to approve meeting minutes (with changes) by Andrea Brooks, Orange FD. Seconded by Terri Aylward, Murietta FD. Unanimous, motion carried.

### Reports:

* + **Section Chief’s Report:** Liaison Chief Don Butz, Lakeside Fire Department
		- No report.
	+ **Correspondence Report:** Sarah Montagne
		- Gail Kanter letter: Thank you for donation to Palm Springs Firefighters Association.
		- Email from Ron Liechti: Notice of retirement, effective Dec. 17, 2022.

* + **Committee Reports:** Tina Lopez (absent)
		- Bylaws Committee: Darilyn O’Dell
		- Continuing review and updates of SOGs; Financial Hardship Scholarship and Member At Large position.
			* Some discussion on responsibilities with Bylaws.
		- Historical Committee:
		- Debbie Pinhero and Erin Dooley (Alpine FD) are working on getting all paper documents scanned into OneDrive. Need to be more efficient with how we transfer archived documents.
		- Some discussion about archiving practices, what processes were put in place and how technology has changed over the years, making some information inaccessible. Going forward, information will be scanned to the cloud.
			* Question: Any benefit to having students volunteer for community hours, to scan in documents? Something to consider.
			* What is retention schedule? Not retention based. More historical and informational documents.
				+ Guideline was written for retention but never approved. Darilyn to provide that document to Historical Committee for review and update.
		- Website/Communications Committee:
		- Maria Cabral working on website. Moving over all historical documents from old site to new one. Need to eliminate old website. Maria would like someone to assist with transition.
		- Social media, Christy Hedden, Downey FD, trying to build an online presence. North uses the AFSS Facebook page, Instagram is used more by the South. Looking for new ways to have an online presence.
		- Education and Training Committee: Bruni Reyes
		- Working on getting trainings, sessions for conference. Update on keynote speakers and other breakout sessions. Michelle spoke a little about different keynote speakers (Nicole Lance) and some of the messages we’re trying to get across.
		- Membership Committee:
		- Committee Chair vacancy due to retirement. Krista D’Agostino from Lakeside FD and Kris Edwards from Ventura FD are both interested in being on the committee.
		- Ways and Means Committee:
		- Need for committee member. Some assistance with procuring items for member sales. Would like to have something new for conference. If you have connections or something to bring to the table, would be appreciated.
		- Conference Committee:
		- May 2023 at Bahia Resort, San Diego. South hosting. Need assistance with planning and logistics. If interested, let Michelle know. Lakeside members to be added. Many different duties for all levels of participation.
		- Ad-Hoc Strategic Plan Committee
		- Updated document on tables for review.
			* Members need to review Mission Statement. To be voted on by membership.
				+ Request to swap 1st FF picture with 2nd admin photo (cover).
				+ Add change to Mission Statement.
				+ Send Michelle copy of most current document.
		- Ad Hoc Legislative Committee
		- No report.

### Presentation/Educational Program:

* **Stop the Bleed training**, presented by Redlands Fire Department.
* **Active Shooter Awareness**, presented by Ehren B. Ngo – Emergency Operations Manager, Loma Linda University Health.
* Members received hands-on demonstration and training of Stop the Bleed kits and valuable information regarding active shooter awareness.

 (Reconvened meeting at 1:02)

### Business:

* + Charitable Contributions
		- Three nominations:
			* Lodi FD: Asking for donation to Fire Foundation, for community Christmas festival. Lodi not technically in the south so they did not qualify for vote.
			* Ron Liechti: Cancer treatment.
			* Ventura FD: Therapy dog, “Hope”. King Charles Cavalier Lab Doodle mix. Provides support to firefighters and community.
				+ Board selected Ventura FD therapy dog. Nominated by Kris Edwards.
	+ Phil Armentrout Scholarship Fundraiser
		- Winner of the Disney gift package: Christy Hedden, Downey FD.
		- 2nd prize winner: Deborah Baird, Carlsbad FD.
		- Scholarship recipients are Christine Flores, Kelly Arebalo. Covers registration and half of hotel room.
	+ Conference scholarships
		- Legacy Scholarship: Recipients are Christine White and Karen McCoy. Both will receive scholarship for registration only.
		- Financial Hardship Scholarship: registration and half of hotel room. No applicants.
		- Quarterly Meeting Scholarship: Name added based on how many meetings attended. Debbie Pinhero chosen as recipient. Registration only. Money used for this scholarship comes from 50/50 raffle.
		- First Time Attendee Scholarship: No applicants.
			* Michelle to send out email to reopen First Time and Financial Hardship scholarships. Some people didn’t receive notification. Will select recipients based on any new applications.
	+ Member of the Year
		- Didn’t receive any nominations. Michelle reviewed some past awardees for Member of the Year. Participation, attendance, etc.
			* Michelle nominated Bruni Reyes. New member last year. Volunteered to host meeting, attended conference, volunteered for Training Committee Chair. Helped with training/speakers, conference, etc. very engaged and helpful.
				+ Presented with a fire helmet charm. Certificate to be given. She may select a charity for donation in her name.
	+ Executive Board Nominations/Elections – 2nd VP and Treasurer positions
		- No nominations received. Really need members to step up and participate.
		- 2nd VP is a three-year commitment (1st VP and President positions included)
			* Karen McCoy commented, don’t be intimidated by SOGs list. Such a rewarding opportunity.
		- Some discussion about opportunities, mentorship, and rewards.
	+ Strategic Plan draft
		- Send plan to Michelle once changes are made.
	+ Proposed Bylaw change – Article 1, Section 1.4 North and South County Boundaries
		- Some brief discussion about changes.
		- Proposed change to how boundaries are listed and incorporation of two new counties, King and Tulare. Need to update and send to North for review and approval.

Presentation to Christine White, retired from Brea Fire Department. Presented with challenge coin and thanked for her service. Michelle spoke of Christine’s accomplishments and assistance.

* Orange FD – March
* Ventura FD – June
* Rancho Cucamonga FD – September
* Rancho Santa Fe FPD – December
	+ Dates should be 2nd week of month. Agencies to forward date to Michelle.

Motion to add 2023 meeting locations to schedule. Bruni Reyes motioned; Janise seconded. Unanimous, motion carried.

### Adjournment

With no additional business to discuss, the meeting adjourned by President Pearson at 2:23 pm.

Minutes prepared by: Deborah Baird, AFSS Southern Division Recording Secretary

**Future Meetings & Events**

**Southern Division E-Board**

Wednesday, Jan. 25 at 2pm via Zoom

**Joint E-Board Northern and Southern**

TBD

**Quarterly General Membership**

TBD

## Conferences

AFSS Educational Forum 2023

May 2 – 5, 2023 Bahia Resort, Dan Diego

|  |
| --- |
| **July 1, 2022 to June 30, 2023** |
| **Executive Board and Committees – Southern Division** |
| **Position** | **Name** |  | **Comments** |
| President | Michelle Pearson |  |  |
| First Vice President | Tina Lopez |  |  |
| Second Vice President | Gina Molina |  |  |
| Recording Secretary | Deborah Baird |  |  |
| Corresponding Secretary | Sarah Montagne |  |  |
| Treasurer | Terri Aylward |  |  |
|  CalChiefs’ Liaison | Don Butz |  |  |
| Member at Large | Ruth Slusher |  |  |
|  |  |  |  |
| **Committee** | **Executive Board Liaison** | **Coordinator** | **Members** |
| Bylaws/Guidelines | Vacant | Christine Flores, Darilyn O’Dell |  |
| Communications/ Website |  Sarah Montagne | Maria Cabral/Christy Hedden | Website Updates – Maria CabralSocial Media – Christy Hedden |
| 2023 Conference | Michelle Pearson, Terri Aylward |  Michelle Pearson | Francine Gutierrez, Amy Van Atta, Monica Rojas, Darilyn O’Dell, Sarah Montagne, Ruth Slusher, Deborah Baird |
| Education |  Tina Lopez | Bruni Reyes |  |
| Historical | Deborah Baird | Erin Dooley, Debbie Pinhero |  |
| Membership | Gina Molina | Krista D’AgostinoKris Edwards |  |
| Ways & Means | Terri Aylward |  Staci Kolbeck |  |

**Members in Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **IN ATTENDANCE** | **FIRST NAME** | **LAST NAME** | **AGENCY** |
|  |  |  | LAKESIDE FIRE PROTECTION DISTRICT |
|  | KELLY  | AREBALO | ATASCADERO FIRE & EMERGENCY SERVICES |
|  | VANESSA | ARIAS | EL SEGUNDO FIRE DEPARTMENT |
|  | ANNETTE | ARNESEN | SANTA FE SPRINGS FIRE RESCUE |
|  | LISA | AYALA | COLTON FIRE DEPARTMENT |
| X | TERRI | AYLWARD\* | MURRIETA FIRE & RESCUE |
| X | DEBORAH | BAIRD\* | CARLSBAD FIRE DEPARTMENT |
|  | PATTY | BARRAGAN | ARCADIA FIRE DEPARTMENT |
|  | THERESA  | BARRERA | LA COUNTY FIRE DEPARTMENT |
|  | JUDY | BLUMBERG | PALM SPRINGS FIRE DEPARTMENT |
| X | JANISE | BOCSKOVITS | LAKESIDE FIRE PROTECTION DISTRICT |
| X | ANDREA  | BROOKS | ORANGE CITY FIRE DEPARTMENT |
|  | STORM | BROWN | VIEJAS FIRE DEPARTMENT |
|  | DON | BUTZ\* | LAKESIDE FIRE PROTECTION DISTRICT |
| X | MARIA | CABRAL | SANTA MONICA FIRE DEPARTMENT |
|  | ALICEA  | CACCAVO | RANCHO SANTA FE FIRE PROTECTION DISTRICT |
| X | PAULA | CARDIEL | SANTA MONICA FIRE DEPARTMENT |
|  | MARISOL | CHAVEZ-GALLEGOS | KERN COUNTY FIRE DEPARTMENT |
| X | ANN | COYLE | SAN MANUEL FIRE DEPARTMENT |
|  | TERESE | CRISPIN | SANTA BARBARA CITY FIRE DEPARTMENT |
|  | TONI | CROSBY | BAKERSFIELD FIRE DEPARTMENT |
| X | KRISTA | D’AGOSTINO | LAKESIDE FIRE PROTECTION DISTRICT |
|  | ANGELICA | DE LA TORRE | CHINO VALLEY INDEPENDENT FIRE |
|  | EILEEN | DIRKSEN | CITY OF REDLANDS FIRE DEPARTMENT |
|  | ERIN | DOOLEY | ALPINE FIRE PROTECTION DISTRICT |
| X | KRIS | EDWARDS | VENTURA FIRE DEPARTMENT |
|  | AMY | ELLARD | CITY OF COSTA MESA FIRE & RESCUE |
|  | LAURA | FERNANDEZ | SAN MIGUEL CONSOLIDATED FIRE |
| X | CHRISTINE | FLORES | RANCHO CUCAMONGA FIRE DISTRICT |
|  | KATHY | GLICK | ONTARIO FIRE DEPARTMENT |
|  | MARIE | GONZALES | EX. ONTARIO FIRE DEPARTMENT |
|  | JUDI | GONZALEZ | HEALTLAND FIRE & RESUCE EL CAJON |
|  | FRANCINE | GUTIERREZ | OXNARD FIRE DEPARTMENT |
|  | NANCY | HAGLUND | FIRE CITIES FIRE AUTHORITY |
|  | CATHEE | HARRIS | ORANGE COUNTY FIRE AUTHORITY |
|  | LEAH | HARRIS | SAN MIGUEL FIRE & RESCUE |
|  | BURGEN | HAVENS | RANCHO SANTA FE FIRE PROTECTION DISTRICT |
|  | JOANNA | HERNANDEZ | BARONA FIRE DEPARTMENT |
|  | DIANA  | HERRON | SAN MIGUEL FIRE & RESCUE |
|  | JENNY | HUESIAS | RANCHO SANTA FE FIRE PROTECTION DISTRICT |
|  | CLAUDIA  | HUIZAR | REDONDO BEACH FIRE DEPARTMENT |
|  | CARRIE | JOYCE | LAGUNA BEACH FIRE DEPARTMENT |
|  | CHERIE | JUUL | NORTH COUNTY FIRE PROTECTION DISTRICT |
|  | STACI  | KOLBECK | PALM SPRINGS FIRE DEPARTMENT |
|  | KILEIGH | LABRADO | LAKE VALLEY FIRE PROTECTION DISTRICT |
|  | JULIE | LIANG | MONROVIA FIRE & RESCUE |
| X | VERONICA  | LEAL | EL CENTRO FIRE DEPARTMENT |
| X | EILEEN | LEWIS | BAKERSFIELD FIRE DEPARTMENT |
|  | RON | LIECHTI | SANTA BARBARA CITY FIRE DEPARTMENT |
|  | JULIA  | LOEFFERT | LOMA LINDA FIRE DEPARTMENT |
|  | TINA | LOPEZ\* | VICTORVILLE FIRE DEPARTMENT |
|  | CAROL  | LUPO | SANTA BARBARA CITY FIRE DEPARTMENT |
|  | AMY | MAYERCHIK | VALLEY CENTER FIRE PROTECTION DISTRICT |
| X | ESTHER | MARTINEZ | REDLANDS FIRE DEPARTMENT |
| X | KAREN | MCCOY | CITY OF RIVERSIDE FIRE DEPARTMENT |
|  | GEORGIA | MINKLEIN | ORANGE FIRE DEPARTMENT |
|  | GINA | MOLINA\* | RANCHO CUCAMONGA FIRE DISTRICT |
| X | SARAH | MONTAGNE\* | RANCHO SANTA FE FIRE PROTECTION DISTRICT |
|  | ANA | NEIRA | LAGUNA BEACH FIRE DEPARTMENT |
|  | VALERIE | NELLIS | HEARTLAND COMMUNICATIONS  |
| X | DARILYN | O’DELL | SAN MIGUEL FIRE & RESCUE |
|  | NORMA | PAGAN | RIVERSIDE CITY FIRE DEPARTMENT |
|  | JULIEANN | PARENTE | FOUNTAIN VALLEY FIRE DEPARTMENT |
| X | MICHELLE | PEARSON\* | CALFIRE/PISMO BEACH FIRE DEPARTMENT |
|  | DEBBIE | PINHERO | ALPINE FIRE PROTECTION DISTRICT |
|  | GRACIE  | RAMIREZ | OCEANSIDE FIRE DEPARTMENT |
|  | KARLENA  | RANNALS | RANCHO SANTA FE FIRE PROTECTION DISTRICT |
|  | SANDRA | REYES | RANCHO SANTA FE FIRE PROTECTION DISTRICT |
| X | BRUNI | REYES | REDLANDS FIRE DEPARTMENT |
|  | SHAYNA | RIANS | SAN MIGUEL FIRE & RESCUE |
| X | KRISTINA | RIVAS | REDLANDS FIRE DEPARTMENT |
|  | NUBIA | ROMAN | ONTARIO FIRE DEPARTMENT |
|  | LORA  | ROSS | CITY OF COSTA MESA FIRE & RESCUE |
| X | MONICA  | ROSAS | PALA FIRE DEPARTMENT |
|  | LAURA | SANCHEZ | METRO CITIES FIRE AUTHORITY |
|  | VANESSA | SCHRANDT | RANCHO SANTA FE FIRE PROTECTION DISTRICT |
|  | HEATHER  | SHEPPARD | HEARTLAND FIRE & RESCUE LA MESA |
|  | RUTH | SLUSHER\* | SANTA FE SPRINGS FIRE RESCUE |
|  | CHARDELLE | SMITH | BIG BEAR FIRE AUTHORITY |
|  | KRISTIN  | STEVENS | CITY OF COSTA MESA FIRE & RESCUE |
|  | TONI | THOMAS | HEARTLAND FIRE & RESCUE LA MESA |
|  | TERESE | TOOMEY | SANTA MONICA FIRE DEPARTMENT |
|  | CAROL  | TOUSIGNANT | MORRO BAY FIRE DEPARTMENT |
| X | STEFANIE | TROMPETER ROLON | LAKESIDE FIRE DEPARTMENT |
|  | CAROL LYNN | URNER | EL SEGUNDO FIRE DEPARTMENT |
|  | AMY  | VAN ATTA | OXNARD FIRE DEPARTMENT |
|  | SANDRA | VARGAS | METRO CITIES FIRE AUTHORITY |
|  | VICKI  | VARNES | CHINO VALLEY FIRE DISTRICT |
|  | PATRICIA  | VILLANUEVA | RIALTO FIRE DEPARTMENT |
|  | JANET | VINES | PALM SPRINGS FIRE DEPARTMENT |
|  | BARBARA | WATKINS | HEARTLAND FIRE & RESCUE EL CAJON |
|  | BRICE | WEAVER | BOREEGO SPRINGS FIRE PROTECTION DISTRICT |
| X | JAINELL | WESSMAN | REDLANDS FIRE DEPARTMENT |
| X | CHRISTINE | WHITE | BREA FIRE DEPARTMENT |
|  | SANDRA  | WODARCK | CHINO VALLEY FIRE DISTRICT |
| X | SYLVIA | MORENO | SANTA MONICA FIRE DEPARTMENT  |

*\*Denotes Executive Board Member*