# March 23, 2023

Hosted by: Orange City Fire Department

Location: 1176 East Chapman Avenue, Orange, CA 92868

### Call to Order and Introductions:

* + **Call to order:** Michelle Pearson called the meeting to order at 9:01am
  + **Flag salute:** Fire Chief Sean DeMetropolis led the flag salute
  + **Invocation:** Rick Olsen read an Inspirational message
  + **Welcome:** Fire Chief Sean DeMetropolis – Welcomed the Admin Section. He is the new Fire Chief. Thanked the group for keeping everyone organized. He gave a new facility overview.
  + **Self-Introductions/First Time Attendees:** 
    - First time attendees:
      * Glesilda (Zelda) Ross, Downey Fire Department
      * Melissa Flores, Encinitas Fire Department
    - New members:
      * Malary Blass, Victorville Fire Department
      * Mindy Alvarez, Anaheim Fire & Rescue
      * Arumi Hernandez, North Net Training Center
      * Amy Ellard, Costa Mesa Fire & Rescue
      * Debbie Alcaraz, Newport Beach Fire Department
      * Melissa Flores, Encinitas Fire Department
      * Crystal Lane, Victorville Fire Department
      * Marci Weast, Murrieta Fire and Rescue
      * Valarie Camarena, Placentia Fire & Life Safety

### President’s Report:

Michelle Pearson:

* + Conference update: 112 full registrations. Current focus is on invitations to fire chiefs for succession planning, same day as Installation Banquet. Will encourage chiefs to both events.
  + Executive Board Leadership Workshop update: Michelle talked about the purpose and benefits of the workshop. Review of how E-Board works and upcoming vacancies. Would like to have vacancies filled by conference so everyone can be sworn in together.
  + North training update: Michelle spoke about the exciting things the northern section is doing. What are we offering the membership? South able to join in some of the north’s trainings.

### Consent Calendar:

* + **Approval of December 7, 2022, Quarterly Meeting Minutes – Deborah Baird**
  + **Approval of Treasurer’s Report – Terri Aylward**
    - Approval of December 7, 2022, quarterly meeting minutes and treasurer’s reports from December & March. Motion to approve the agenda by Gina Molina, seconded by Ruth Slusher. Unanimous, motion carried.

### Reports:

* + **Section Chief’s Report:** Liaison Chief Don Butz, Lakeside Fire Department
    - Question - Does he need to speak at the conference? He might need to give oath but not sure what else. Michelle will reach out.
    - Michelle said a few words about Chief Butz and how supportive he is.
  + **Correspondence Report:** Corresponding Secretary, Sarah Montagne
    - None. Some fan-outs but no correspondence.

* + **Committee Reports: Tina Lopez (absent) – Michelle Pearson gave report.**
    - Bylaws Committee: Darilyn O’Dell
    - Cursory review completed for SOGs and Bylaws. Will send committee portion for review, and then ready for red-line draft review.
    - Michelle talked briefly about committee and changes over the years. Great to have two long-term members on the committee.
    - Historical Committee: Debbie Pinhero
    - Could use one more member with Erin gone. The committee is scanning in historical documents. Michelle spoke about Member of the Year plaque (perpetual). Missing first plaque from 1990s-2003. Now doing a virtual plaque. Plaque draft is on the website for review.
    - Website/Communications Committee: Maria Cabral
    - Michelle briefly spoke of this committee and the work that Maria does. Christy does a great job with social media outreach.
    - Christy gave a brief overview. Need to tag AFSS when doing something. The more you share, like, comment, etc. gives more exposure. Christy requests that the Executive Board feed her updates.
    - Education and Training Committee: Bruni Reyes
    - Working on getting training. Request to email Bruni on training ideas. Annual reporting is a requested topic. Training consideration on Minute-Taking. HIIPA, Stop the Bleed, Active Shooter. She mentioned other topics.
    - Are trainings going to be recorded and stored somewhere (Ruth)? Not sure at the moment, likely don’t have storage capability. Might be able to coordinate information sharing. Will investigate how to do this.
    - Membership Committee: Kris Edwards & Krista D’Agostino
    - Met with Michelle in January and discussed needs.
    - Kris – first quarter had nine new members. Work in progress. Total membership is 110. Transition was easy and encourages other to participate.
    - Michelle excited about membership and possibilities.
    - New members should receive binders/name tags. If not received, contact the membership committee.
    - Ways and Means Committee: Staci Kolbeck
    - Staci shorthanded in Palm Springs, not able to dedicate a lot of time to the committee needs.
    - Used to carry merchandise in person, now everything is done online, much easier.
    - Could use some support, need ideas on new items and swag.
    - Conference Committee: Michelle Pearson
    - 12 people on conference committee. Not a whole lot happening at the moment.
    - Ad-Hoc committees
    - Strategic Plan Committee: Will discuss later in meeting.
    - Legislative Update: Leah Harris updated AB55, EMS transports, ambulance billing. Lot of protected leave legislation. 4-day workweek being pushed forward at state level. Will see fan-out on updates.

### Presentation/Educational Program: Cybersecurity Presentation

Ivana Brooks, Intelligent Analyst - Orange County Intelligence Assessment Center

### Lunch/Opportunity Drawing

Reconvened at 1:10pm

### Business:

* + **Charitable Contribution Award**
    - Update on charitable contribution award. Received six nominations. Terri Aylward read different nominations and announced winning nomination, mother of missing boy, lost in flood waters. Will received $200.
    - Reminder to keep submitting nominations for possible future selection.
  + **Conference Scholarships-Financial Hardship/1st Time Attendee**
    - Melissa Flores received scholarship for Financial Hardship.
    - Paula Cardiel received scholarship for First Time Attendee.
  + **Executive Board Nominations/Elections-2nd VP and Treasurer positions**
    - Michelle went over commitments for each position. 2nd Vice President is a 3-year commitment but even if you commit one year, it helps. Treasurer is a 2-year commitment. Terri spoke about the Treasurer position and how rewarding it is. Some Q&A about positions. Michelle talked about doing your term and then moving on so others can bring a different perspective.
  + **Strategic Plan final**
    - Brief overview of Strategic Plan. Mutual spelled incorrectly on Page 9. Need to update. Question about updating map with correct border. This needs to wait until next revision.
    - Request to add date footer to agency appendix.
    - Request to change “Diversity” value on page 5 to include something about positions.
    - Need to add San Diego next to one of the North County Fire Protection District
    - Motion to approve with noted changes: motion by Sarah Montague. Seconded by Jennifer Brown, unanimous, motion approved.
    - Once adopted, section presidents will push out to chiefs at next presidents’ meeting.
    - Michelle talked about the importance of bringing admin accomplishments to a higher level for recognition, to advance our position within CalChiefs.
  + **Vote and approve-Bylaw Change-Article 1, section 1.2 Mission Statement and 1.4 Organization-North and South County boundaries** 
    - Michelle provided background to Bylaws changes.
    - Article 1.2 changing the AFSS Mission Section. Changing to view support toward members instead of outside (chiefs, etc.).
    - Article 1.4 adding two counties to the southern section.
    - Approval of Bylaws. Motion to approve by Leah Harris, seconded by Ruth Slusher. Unanimous, motion carried.

### Good of the Order:

* + Zelda Ross, Downey Fire - Happy to be back.
  + Ruth Slusher – Celebrating 45th wedding anniversary.
  + Debbie Alcaraz, Newport Beach – Will be joining as a member.
  + Cathee Harris, OCFA – Message of empowerment.
  + Lora Ross, Costa Mesa Fire – Looking forward to the conference.
  + Eileen Lewis, Bakersfield Fire – Took photos of fire station.
  + Jennifer Brown, La Verne Fire – Chief very appreciative of admin support.
  + Diana Derobertis, San Miguel Fire – Just got married.
  + Leah Harris, San Miguel Fire – Remodeling office. Would like to host another meeting.
  + Darilyn O’Dell – Congrats on setting the record for conference attendance.
  + Deborah Baird, Carlsbad Fire – Admin position added.
  + Michelle Pearson, Pismo Beach Fire – spoke about her position and possible reclassification, to better align with her responsibilities.
  + Terri Aylward, Murrieta Fire – Download app for AFSS through Wild Apricot. Look up Wild Apricot for members. Provides valuable information. When you go to links, must hold the link for a couple of seconds, not a quick tap. Very efficient platform to get updates and for admins to add information. If you go into own profile and see organization, add info to that part of the profile. Suggestion to add app link to registration send out.
  + Gina Molina, Rancho Cucamonga Fire – Thank you for reaching out on LODD.
  + Alma Nielsen, Chino Valley Fire – Wish she could have been here in person. Hope to see everyone at next one.

### Adjournment

With no additional business to discuss, the meeting adjourned by President Pearson at 2:11pm.

Next Meeting: June 22, 2023, Ventura Fire Department

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

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| --- | --- | --- | --- |
| **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 | Deborah Baird | Christine Flores, Darilyn O’Dell |  |
| Communications/  Website | Sarah Montagne | Maria Cabral | Website Updates – Maria Cabral  Social 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 | Debbie Pinhero |  |
| Membership | Gina Molina | Kris Edwards. Krista D’Agostino  D’Agostino |  |
| Ways & Means | Terri Aylard | Staci Kolbeck |  |

**Members in Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **IN ATTENDANCE** | **FIRST NAME** | **LAST NAME** | **AGENCY** |
| X | CRYSTAL | ADAMS | LACENTIA FIRE & LIFE SAFETY |
| X | DEBBIE | ALCARAZ | NEWPORT BEACH FIRE DEPARTMENT |
|  | BARBARA | ALTIZER | SOUTH PASADENA FIRE DEPARTMENT, RETIRED |
| X | MINDY | ALVAREZ | ANAHEIM FIRE & RESCUE |
|  | KELLY | AREBALO | ATASCADERO FIRE & EMERGENCY SERVICES |
| X | VANESSA | ARIAS | EL SEGUNDO FIRE DEPARTMENT |
|  | LISA | AYALA | COLTON FIRE DEPARTMENT |
| X | TERRI | AYLWARD\* | MURRIETA FIRE & RESCUE |
| X | DEBORAH | BAIRD\* | CARLSBAD FIRE DEPARTMENT |
|  | MARY | BARON | PASO ROBLES FIRE & EMERGENCY |
|  | PATTY | BARRAGAN | ARCADIA FIRE DEPARTMENT |
|  | THERESA | BARRERA | LA COUNTY FIRE DEPARTMENT |
|  | JUDY | BLUMBERG | PALM SPRINGS FIRE DEPARTMENT |
| X | JANESE | BOCSKOVITS | LAKESIDE FIRE PROTECTION DISTRICT |
| X | ANDREA | BROOKS | ORANGE CITY FIRE DEPARTMENT |
|  | MORNINGSTORM | BROWN | VIEJAS FIRE DEPARTMENT |
| X | JENNIFER | BROWN | LA VERNE FIRE DEPARTMENT |
|  | DON | BUTZ\* | LAKESIDE FIRE PROTECTION DISTRICT |
|  | MARIA | CABRAL | SANTA MONICA FIRE DEPARTMENT |
|  | ALICEA | CACCAVO | RANCHO SANTA FE FIRE PROTECTION DISTRICT |
|  | LILIANA | CABRERA | ANAHEIM FIRE DEPARTMENT |
|  | VALERIE | CAMARENA | PLACENTIA FIRE & LIFE SAFETY |
|  | PAULA | CARDIEL | SANTA MONICA FIRE DEPARTMENT |
|  | MARISOL | CHAVEZ-GALLEGOS | KERN COUNTY FIRE DEPARTMENT |
|  | LAURA | COSTELLO | ESCONDIDO FIRE DEPARTMENT |
|  | TERESE | CRISPIN | SANTA BARBARA CITY FIRE DEPARTMENT |
|  | KRISTA | D’AGOSTINO | LAKESIDE FIRE PROTECTION DISTRICT |
|  | JENNIFER | DAVIS | ALPINE FIRE PROTECTION DISTRICT |
|  | ANGELICA | DE LA TORRE | CHINO VALLEY INDEPENDENT FIRE |
| X | DIANA | DEROBERTIS | SAN MIGUEL FIRE & RESCUE |
|  | EILEEN | DIRKSEN | CITY OF REDLANDS FIRE DEPARTMENT |
| X | KRIS | EDWARDS | VENTURA FIRE DEPARTMENT |
| X | AMY | ELLARD | CITY OF COSTA MESA FIRE & RESCUE |
|  | LAURA | FERNANDEZ | SAN MIGUEL CONSOLIDATED FIRE |
|  | CHRISTINE | FLORES | RANCHO CUCAMONGA FIRE DISTRICT |
| X | MELISSA | FLORES | ENCINITAS FIRE DEPARTMENT |
|  | NATHALIA | FLORES | SIERRA MADRE FIRE DEPARTMENT |
|  | EMILY | FOLKER | CHULA VISTA FIRE DEPARTMENT |
|  | KATHY | GLICK | ONTARIO FIRE DEPARTMENT |
|  | JANETH | GONZALES | OXNARD FIRE DEPARTMENT |
|  | NANCY | GOSS | NORTH COUNTY FIRE PROTECTION DISTRICT |
|  | FRANCINE | GUTTIEREZ | OXNARD FIRE DEPARTMENT |
|  | NANCY | HAGLUND | FIRE CITIES FIRE AUTHORITY |
| X | CATHEE | HARRIS | ORANGE COUNTY FIRE AUTHORITY |
| X | LEAH | HARRIS | SAN MIGUEL FIRE & RESCUE |
|  | JETTE | HARTLEY | HEARTLAND COMMUNICATIONS |
|  | BURGEN | HAVENS | RANCHO SANTA FE FIRE PROTECTION DISTRICT |
| X | CHRISTY | HEDDEN | DOWNEY FIRE DEPARTMENT |
| X | ARUMI | HERNANDEZ | NORTH NET TRAINING CENTER |
|  | JOANNA | HERNANDEZ | BARONA FIRE DEPARTMENT |
|  | MAIA | HODGE | VISTA FIRE DEPARTMENT |
|  | JENNY | HUESIAS | RANCHO SANTA FE FIRE PROTECTION DISTRICT |
|  | BRITTANIE | JACOBSON | SAN MIGUEL FIRE DEPARTMENT |
|  | CARRIE | JOYCE | LAGUNA BEACH FIRE DEPARTMENT |
|  | CHERIE | JUUL | NORTH COUNTY FIRE PROTECTION DISTRICT |
|  | DEANNA | KENDALL | SANTA MONICA FIRE DEPARTMENT |
|  | ANGELA | KING | RIVERSIDE CITY FIRE DEPARTMENT |
|  | JEN | KOESTER | NORTH COUNTY FIRE PROTECTION DISTRICT |
|  | STACI | KOLBECK | PALM SPRINGS FIRE DEPARTMENT |
| X | CRYSTAL | LANE | VICTORVILLE FIRE DEPARTMENT |
|  | VERONICA | LEAL | EL CENTRO FIRE DEPARTMENT |
| X | EILEEN | LEWIS | BAKERSFIELD FIRE DEPARTMENT |
|  | JULIE | LIANG | MONROVIA FIRE & RESCUE |
|  | RON | LIECHTI | SANTA BARBARA CITY FIRE DEPARTMENT |
|  | DEBBIE | LLOYD | RINCON FIRE DEPARTMENT |
|  | TINA | LOPEZ\* | VICTORVILLE FIRE DEPARTMENT |
|  | CAROL | LUPO | SANTA BARBARA CITY FIRE DEPARTMENT |
|  | LETICIA | MARTINEZ | CORONADO FIRE DEPARTMENT |
|  | DEBBIE | MATTHEWS | RIVERSIDE COUNTY FIRE DEPARTMENT |
|  | AMY | MAYERCHIK | VALLEY CENTER FIRE PROTECTION DISTRICT |
|  | TRACY | MCCONNELL | MORROW BAY FIRE DEPARTMENT |
|  | KAREN | MCCOY | CITY OF RIVERSIDE FIRE DEPARTMENT |
|  | GEORGIA | MINKLEIN | ORANGE FIRE DEPARTMENT |
| X | GINA | MOLINA\* | RANCHO CUCAMONGA FIRE DISTRICT |
| X | SARAH | MONTAGNE\* | RANCHO SANTA FE FIRE PROTECTION DISTRICT |
|  | VALERIE | NELLIS | HEARTLAND COMMUNICATIONS |
| X | ALMA | NIELSEN | CHINO VALLEY FIRE DISTRICT |
|  | DARILYN | O’DELL | SAN MIGUEL FIRE & RESCUE, RETIRED |
|  | SANDRA | ORTIZ | CHINO VALLEY FIRE DISTRICT |
|  | NORMA | PAGAN | RIVERSIDE CITY FIRE DEPARTMENT |
|  | JULIEANN | PARENTE | FOUNTAIN VALLEY FIRE DEPARTMENT |
| X | MICHELLE | PEARSON\* | CALFIRE/PISMO BEACH FIRE DEPARTMENT |
|  | JANNY | PHAN | ONTARIO FIRE DEPARTMENT |
|  | DEBBIE | PINHERO | ALPINE FIRE PROTECTION DISTRICT |
|  | GRACIE | RAMIREZ | OCEANSIDE FIRE DEPARTMENT |
|  | CYNTHIA | RAMIREZ | SANTA FE SPRINGS FIRE DEPARTMENT |
|  | KARLENA | RANNALS | RANCHO SANTA FE FIRE PROTECTION DISTRICT, RETIRED |
|  | SANDRA | REYES | RANCHO SANTA FE FIRE PROTECTION DISTRICT |
| X | BRUNI | REYES | REDLANDS FIRE DEPARTMENT |
|  | SHAYNA | RIANS | SAN MIGUEL FIRE & RESCUE |
|  | ROSE | RODARTE | OXNARD FIRE DEPARTMENT |
|  | DONNA | ROHRER | CHINO VALLEY FIRE DISTRICT |
|  | NUBIA | ROMAN | ONTARIO FIRE DEPARTMENT |
|  | MONICA | ROSAS | PALA FIRE DEPARTMENT |
| X | GLESILDA | ROSS | DOWNEY FIRE DEPARTMENT |
| X | LORA | ROSS | CITY OF COSTA MESA FIRE & RESCUE |
|  | YESENIA | SALAZAR | VICTORVILLE FIRE DEPARTMENT |
|  | LAURA | SANCHEZ | METRO CITIES FIRE AUTHORITY |
|  | ALEJANDRA | SANTILLAN | HANFORD FIRE DEPARTMENT |
|  | HEATHER | SHEPPARD | HEARTLAND FIRE & RESCUE LA MESA |
|  | HEIDI | SLABAUGH | HEARTLAND FIRE TRAINING AUTHORITY |
| X | RUTH | SLUSHER\* | SANTA FE SPRINGS FIRE RESCUE |
|  | VALERIE | SPEIRS | RIVERSIDE COUNTY FIRE DEPARTMENT |
|  | TIFFANY | SWANTEK | BIG BEAR FIRE DEPARTMENT |
|  | ILIANA | TAUVAGA | OXNARD FIRE DEPARTMENT |
|  | TONI | THOMAS | HEARTLAND FIRE & RESCUE LA MESA |
| X | HEATHER | TODD | SAN MARCOS FIRE DEPARTMENT |
|  | TERESE | TOOMEY | SANTA MONICA FIRE DEPARTMENT |
|  | CAROL | TOUSIGNANT | MORRO BAY FIRE DEPARTMENT |
| X | STEFANIE | TROMPETER-ROLON | LAKESIDE FIRE PROTECTION DISTRICT |
|  | AMY | VAN ATTA | OXNARD FIRE DEPARTMENT |
|  | PATRICIA | VILLANUEVA | RIALTO FIRE DEPARTMENT |
|  | BARBARA | WATKINS | HEARTLAND FIRE & RESCUE EL CAJON |
| X | MARCI | WEAST | MURRIETA FIRE AND RESCUE |
|  | CHRISTINE | WHITE | BREA FIRE DEPARTMENT, RETIRED |

*\*Denotes Executive Board Member*