



ADMINISTRATIVE Fire Services Section Southern Division

AFSS Quarterly Meeting Minutes

March 13, 2020

Hosted by CAL FIRE / Pismo Beach Fire Department

A. Call to Order and Introductions:

- President Maria Koolhoven called the meeting to order at 9:11 a.m.
- Carrie Young led the flag salute.
- Inspiration given by Pastor Robert Burnett of Hope Church
- Welcome – Fire Chief Scott Jalbert CAL FIRE / San Luis Obispo County Fire Department
- Self-Introductions: Attendees gave self-introductions

B. President's Report:

Maria Koolhoven announced that the AFSS Conference in Napa has been postponed. She received an e-mail late last night. There is no additional information at this time. Embassy Suites will not charge cancelation fees, so please be advised to cancel your reservation as soon as possible by calling the hotel directly. The conference committee is meeting next week to discuss how they will be moving forward and rescheduling.

CalChiefs conference will be in Santa Clara September 9-11, 2020

Janet Arthur asked about the swearing in of new board members. This might have to happen at the Chief level in the various offices or possibly at the June 2020 meeting.

Leah Harris resigned from the board effective March 9, 2020. Carrie Young has agreed to step into the role of 2nd VP for the remainder of the year.

Spam email went out with Maria Koolhoven's name. Please be cautious and verify the email address before opening. Please notify the board of spam messages.

C. Consent Calendar:

Approval of December 2019 quarterly meeting minutes and treasurer's report. Motion to approve by Vanessa Arias, second by Ron Liechti. Motion approved.

D. Reports:

• **Section Chief's Report:**

Chief Hadfield – Liaison, Rincon Fire Department
Remind Departments to renew memberships with CalChiefs. Comments were made on the fees and increased amounts. Karen McCoy mentioned the fees and the members not being able to use the benefits.



ADMINISTRATIVE Fire Services Section Southern Division

- **Correspondence Report:**

Corresponding Secretary Maria Cabral: Christine White filling in. We received one piece of correspondence. Thank you note from Alicia Hernandez for the retirement coin and card.

- **Committee Reports:**

Michelle Pearson: Bylaws Committee is still vacant. We need a chair person. This is not a huge time commitment; only when the bylaws are being changed. Happens maybe once a year. This is a very important committee and much of the work is done on-line.

Historical committee: Vanessa Arias: Sent the board 2 options for online storage. The board opted for Microsoft One Drive. Vanessa is working on uploading items to the cloud. Anyone on the board can access so not one person is in charge of the historical items.

Education: Bari and Nathalia Flores are working together on topics members have recommended. They are currently looking for speakers to have ready for those who are hosting meetings. Also, they are working on training and topics for the 2021 AFSS Conference.

Website/Communications: Nathalia Flores: has been doing a great job. She is quick to respond. She is currently updating minutes and agenda section. Nathalia Flores has taken over temporarily. This position needs to be filled.

Conference Committee: Michelle Pearson has looked at three sites for 2021. Depending on what happens with the 2020 conference, will discuss with the board. Looking for more people to help on the committee. Any help would be great! Big or small.

Membership Committee: Ron Liechti: Currently we have 109 members. In the past we were happy to get 100 members! Working on a process to get membership bag and packet. Working on procedure to get a welcome email from the Board acknowledging membership. Michelle Pearson mentioned it would be OK for this email to come from the membership chair. Ron will come up with a form letter and run it by the Board.

Welcome binders sent using membership committee's personal funds. Brought up the idea of having an account and have Debbie Matthews connect AFSS account. Christine White mentioned she has a hard time getting receipts from members. Possibly receipts can be sent directly to Christine. Carrie Young suggested "PirateShip.com". The board would like for the membership committee to not have to pay out of pocket.

Membership drive begins in April. The drive opens July 1 through August 31, 2020. Ron will work with Carrie on getting the drive going.

Wild Apricot – South Section has agreed to go over to this platform. Maria Cabral is working on setting this up. Our website will stay the same. Registrations and fan outs will be handled through Wild Apricot. Ron Liechti asked if we could get photos of the members and Michelle said yes; the member will be able to load their own photo, if



ADMINISTRATIVE Fire Services Section Southern Division

desired.

Michelle Pearson and Maria Cabral are going through the membership information now. Ron Liechti will also work on the membership list.

Ways and Means: Staci Kolbeck; Has taken photos of items for sale and has the costs for the items. She is working on shipping costs. Michelle Pearson and Staci are working on getting rid of old inventory and getting new logo items. We are not looking to profit; this just helps a little with some costs.

Social Media: Liz Dibb: Has started an Instagram page. Working on linking Instagram and FaceBook for posting. If there is something you want to add to the page, send to the board and it will be forwarded to Liz for posting. Liz has posted that the conference has been postponed. Michelle Pearson mentioned we need followers.

E. Presentation/Educational Program:

Training topics for today:

The Logistics of Planning a Fire Department Event, Amanda Holder, Owner and Lead Designer of Amanda Holder Events, Kaylyn Brower of Bundle & Bash and Mary Allegretta-Butler or Joyfully Joined Events.

- Break for lunch and opportunity drawing

F. Business:

- Charitable Contributions: Submitted by Maria Koolhoven. Recipient Chris Villalobos who was diagnosed with brain cancer at the age of 10 and passed away October 1, 2019. Family was awarded a charitable contribution of \$200.00
- Phil Armentrout Scholarship Winners:
Joanna Hernandez
Michelle Pearson
Terri Aylward
Christine White

Proceeds from the fundraiser allow the winners to attend based on proceeds. Registration and double occupancy hotel room paid.

- AFSS Buck Presentation: Per Maria Koolhoven this program fell off the radar! AFSS Bucks are good towards future meeting registration fees. Bucks were handed out from last year.



ADMINISTRATIVE Fire Services Section Southern Division

Recipients:

2018/2019 Committee Chairs:

Bylaws/SOG's Committee Chairs:

Valerie Nellis from Heartland Communications Fire

Communications Committee:

Website – Vicki Varnes from Chino Fire

Social Media – vacant

Conference Committee:

Michelle Pearson from CAL FIRE / Pismo Beach Fire

Membership Committee:

Annette Arnesen from Santa Fe Springs Fire

Training and Education Committee:

Valerie Nellis from Heartland Communications Fire

▪ Dates for upcoming quarterly meetings:

June 19, 2020 – San Miguel Fire Department

September 14, 2020 – Oxnard Fire Department

December 10, 2020 – Santa Monica Fire Department

G. Good of the Order

Michelle Pearson was presented with a thank you certificate for hosting this quarter's meeting.

Barbara Altizer: Kathy Danskin (previous member) had back and neck surgery in February 2020 and is doing very well.

H. Adjournment

With no additional business to discuss, the meeting adjourned at 1:45 p.m. by President Maria Koolhoven.

Diana Herron
AFSS Southern Division Recording Secretary



ADMINISTRATIVE Fire Services Section Southern Division

Future Meetings Southern Division E-Board

Joint E-Board Northern and Southern
TBD

Quarterly General Membership
Starting at 9:00 a.m.
June 19, 2020, San Miguel Fire Department, San Diego
September 14, 2020, Oxnard Fire Department
December 10, 2020, Santa Monica Fire Department

Conferences
AFSS Educational Forum 2021 Location TBD (South Hosting)

July 1, 2019 to June 30, 2020			Comments
Executive Board			
Position	Name		
President	Maria Koolhoven		
First Vice President	Michelle Pearson		
Second Vice President	Leah Harris		
Recording Secretary	Diana Herron		
Corresponding Secretary	Maria Cabral		
Treasurer	Christine White		
Executive Liaison	FC Ed Hadfield		
Member at Large	N/A North Only		
Committee	Executive Board Liaison	Coordinator	
By- Laws/Guidelines	Diana Herron	Vacant Barbara Altizer	
Communications/ Website	Maria Cabral	Nathalia Flores Liz Dibb	Nathalia Flores-Website Updates Liz Dibb – Social Media
2020 Conference		North Hosting	
Education	Michelle Pearson	Mukhtar Bari Nathalia Flores	
Historical	Diana Herron	Vanessa Arias	
Membership	Leah Harris	Ron Liechti	Committee Member: Annette Armesen, Debbie Matthews
Ways & Means	Christine White	Staci Kolbeck	



ADMINISTRATIVE Fire Services Section Southern Division

March 13, 2020 Quarterly Meeting CAL FIRE / Pismo Beach Fire Department

Members in Attendance

Attendees

Maria Koolhoven*
Michelle Pearson*
Christine White*
Diana Herron*
Barbara Altizer
Angelica Alva
Kelly Arebalo
Vanessa Arias
Janet Arthur
Terese Crispin
Liz Dibb
Ron Liechti
Carol Lupo
Karen McCoy
Carol Tousignant
Carrie Young

Agency

Redlands Fire Department
CAL FIRE Pismo Beach Fire Department
Brea Fire Department
San Miguel Consolidated Fire Protection District
South Pasadena Fire Department - Retired
Chino Valley Fire Department
Atascadero Fire & Emergency Services
El Segundo Fire Department
CAL FIRE/San Luis Obispo County Fire Department
Santa Barbara City Fire Department
San Miguel Consolidated Fire Protection District
Santa Barbara City Fire Department
Santa Barbara City Fire Department
City of Riverside - Retired
Morro Bay Fire Department – Retired
CAL FIRE/San Luis Obispo County/South Bay Fire Station

*Denotes Executive Board Members