



NATIONAL HONOR GUARD COMMANDERS ASSOCIATION
AGENDA
Quarterly Meeting
Call to order
1-28-08 2115hrs EDT

Welcome Statement

Thank you for taking the time to attend today's meeting. We have a great organization and I want to personally thank each of you for your time and your input into this group.
 Thanks to the US Forest Service for sponsoring this teleconference.

Roll Call

Board of Directors

Chairman	McLoughlin	Board Chairman	Present
Director	Klose	Regions I & II	Present
Director	Hathaway	Regions III & V	Present
Director	Swartz	Regions IV & VI	Present
Director	Ienn	Regions VII & VIII	Present
Director	Gosnell	Regions IX & X	Present
Director	Nagle	NFFF Representative	Present

Mission Statement

“The mission of the National Honor Guard Commanders Association is to establish a group of Honor Guard Commanders to share information and experiences in order to make us stronger leaders and more knowledgeable in what we do.”

Organizational Structure

Board of Directors

Jim McLoughlin	Connecticut	Board Chairman
Mark Klose	New Hampshire	Director: Regions 1 & 2
Dave Hathaway	Pennsylvania	Director: Regions 3 & 5
Doug Swartz	Florida	Director: Regions 4 & 6
Kyle Ienn	Nebraska	Director: Regions 7 & 8
Dan Gosnell	California	Director: Regions 9 & 10
Eric Nagle	Maryland	NFFF Representative

Regional Directors

Region I	Earl Lincoln		New Hampshire
Region II	Hal Grout		Connecticut
Region III	Ron Quesenberry		Virginia
Region IV	David Bradley		Georgia
Region V	Tim Wren		Michigan
Region VI	Levi Clements		Texas
Region VII	Mark Bonser	TBC	Nebraska
Region VIII	TBD		
Region IX	Cordova	TBC	
Region X	Brad Paris	TBC	Oregon



Membership

The best way to disseminate information to the membership is via email and web postings. The membership is currently 690 registered units.

Board Chairman – assigns the Board of Directors

Board of Directors – Identify Regional Directors

Regional Directors – Identify state team leaders (possibly coordinate with the DOJ initiative)

State Team Leaders – Responsible for disseminating information to respective Honor Guard Units within their State.

Dave Hathaway setting up emails by region via the web site. The prospect of utilizing this at the State level will be looked into so that every level of the organization may potentially benefit from the database.

Meeting Schedule

January Board of Directors

April Regional Directors

July Board of Directors

October Annual Meeting

It was discussed and decided to post the minutes on the web site.

Funeral Response Levels – Doug Swartz and Dave Hathaway fine tuned the headings and descriptions of LODD, non-LODD and other (retiree, civilian employee), and are now posted to the web site. New format needs to be in pdf for posting.

Education / Training – (all links confirmed 1-26-08)

NFFF – Taking Care of our Own *Click on link for list of upcoming offerings*
<http://www.firehero.org/index1.aspx?BD=7655> 16 Offerings in 2008. 2009 requests to
Bev Walter – schedule fills quickly.

National Honor Guard Academy *Click on link for list of upcoming offerings*
<http://www.nationalhonorguardacademy.com>

Goshen, Indiana Police *Click on link for additional information*
<http://www.honorguardtraining.com/>

Courage to be Safe Training *Click on link for list of upcoming offerings*
<http://www.everyonegoeshome.com/events/>

National Memorial Services – State memorials listed on web site

NFFF

- Dave Hathaway will serve as Memorial Weekend Commander this year
- Earl Lincoln was nominated as Deputy Honor Guard Commander and Dave Bradley as an alternate.
- Selection criteria was decided upon for the D/C position to include: willingness to make a 4 year commitment, leadership experience, experience at large scale events such as LODD's, willingness to travel to the east coast to attend the planning meetings, does the individual embody the spirit of the weekend (focus on the family), additional skills/experience that might enhance the memorial weekend, also rotation based on particular discipline, career, wildland, volunteer, east coast, west coast, etc.... Written confirmation to Chief Siarnicki to be made.
- Approach the NFFF regarding the nomination of additional positions for the success of the weekend will be brought up to the foundation.
- Input from **Dan Gosnell** on the use of the ICS forms for the weekend. They were useful and he can provide the info used last year as a guide. (ICS-204 forms)
- Beef up registration for an all out Presidential visit, then scale back if necessary
- Keep registration folks past noon on Saturday
- Keep the production and escort liaison positions
- Develop an Orientation for 1st time Honor Guard units – include basic movements and instruction ie salutes, also button up battalion commanders
- Nagle is the Foundation Honor Guard Liaison – perhaps reassigning a communications position to Petry would avoid future confusion.
- Overhead team to set up the HG team
- Critique comments to Swartz asap for critique meeting
- Establish a Memorial Guard Saturday from 11- 5

IAFF

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EMS

- Held in Roanoke, VA – May 31, 2008 7pm

CFFF

- Ottawa, Ontario Canada September 14, 2008 Parliament Hill 11am

Web Page

Dave Hathaway continues to do a tremendous job at developing and maintaining this web site and associated pages connected to the main page. Dave is requesting pictures emailed to him to be posted on web site. ffhathaway@msn.com

The development of a **BLOG** and/or a bulletin board type communication set up via the web site is being looked at to encourage the membership to begin the process of sharing and networking ideas.

The web site seems to be the backbone for information sharing and your contributions to the site will make it only better. Please forward your input and contributions to Dave Hathaway. Perhaps a downward communication to this effect may elicit the material Dave is looking for.

The NFFF, IAFF and the FFC have authorized use of their respective logos on our web site. Please forward any requests to link our sight to Dave Hathaway.

Dave also added a Calendar of Events to the site for easy tracking of upcoming activities

Funding

The NFFF can accept donations intended for the NHGCA. The donations shall be made to the NFFF with an indication in the memo section: National Honor Guard Commanders Assoc. A separate account code will be generated and used for NHGCA support. On line donations are accepted as well.

Dave Hathaway confirmed the donation of a complete set of flags, axes, etc to the NFFF for use and display, so that bringing that equipment to the facility will no longer be necessary. The axes are being donated by the Midway Honor Guard and the flags and all other equipment were donated by a private company. Eric, please work with foundation folks to secure placement of equipment once it arrives. Flags will be USA, USFA, and NFFF.

DOJ Initiative

Primary focus – PSOB benefits for families. People are getting their money – the project seems to be having an impact.

Secondary focus – State LODD response teams – development of teams to include these elements: honor guard, chief to chief, chaplain, survivor, and behavioral health (CISM). HOTLINE set up to activate the teams. Next training in Emmitsburg, February 15 & 16, 2008.

Listing the DOJ State Team Leaders contact information by State on our web site has been accomplished. Perhaps Regional Directors can contact state reps about our group and try making the state team leaders the state contact individuals for the NHGCA.

Sharing your experiences in the development of these teams will only help others who are beginning the process. Connecting people together for the purposes of making these state teams successful, is a very rewarding experience. Virginia and Texas expressed an interest in the development of regional honor guard teams for their states. The North Texas Honor Guard Association has become a reality.

Brochure

Tri-Fold brochure completed. Working on minor issues with the print contractor. Dissemination will be by Region with the NFFF maintaining a supply as well for conferences. FDIC in April would be a great place to disseminate the brochures. Doug to coordinate with Jeanne EOTKW

Other business

US Congressman John Larson's (D-CT) office is backing legislation proposed to amend the US Flag Code to include: lowering the flag to half staff upon the LODD of a first responder, honoring a first responder with a flag draped casket, and ordering the flag to half staff on the annual fallen firefighters Sunday in October. Updates to follow, specifically on supporting the House Bill once it's drafted.

The Connecticut Statewide Honor Guard has compiled a LODD written Guide to Action that would take a department through a LODD step by step. It is designed to have sections pulled out and copied to distribute as part of the necessary delegation needed to accomplish all tasks. Group's approval received – will make available on the web site.

Mark Klose gave the New Hampshire Funeral Directors a presentation to gain support for their unit. The response from the FDA was overwhelming and positive relationship has begun. We might use that as a model nationally.

C.O.P.S. is the parallel to NFFF not NLEM

Arlington National Cemetery 10-2-08 1315 hours – All uniformed personnel invited for a wreath laying in honor of all fallen firefighters across the nation.

Adjournment