



NATIONAL HONOR GUARD COMMANDERS ASSOCIATION

Minutes

Annual Meeting

Call to order

10-2-09 1300hrs EDT

Welcome Statement

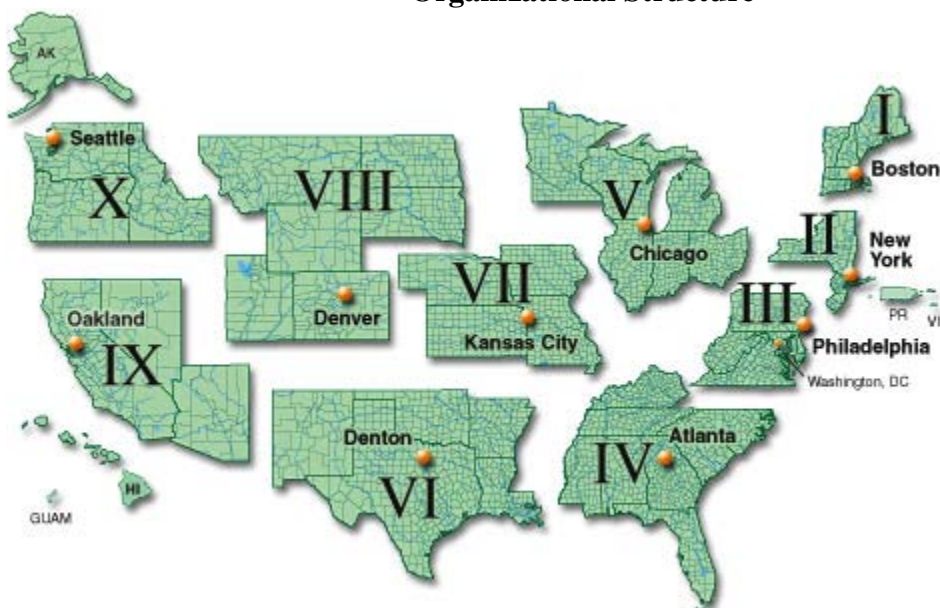
Thank you for taking the time to attend today's meeting. We have a great organization and I want to personally thank each of you for your attendance here today. We continue to grow and reach folks across the country.

Thanks to the NFFF and Chief Ron Siarnicki for hosting this meeting for the NHGCA.

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



Roll Call:

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	Roger Hansen	Nebraska
Region VIII		
Region IX	Rich Cordova	California
Region X	Brad Paris	Oregon

State Representatives

To be identified by the respective Regional Directors and then listed on the web site. This person can provide the general membership a point of contact at the state/local level. Attendees interested in this position were asked to see Dave Hathaway after the meeting so their interest can be shared with the Regional Directors.

Membership

The best way to disseminate information to the membership at this point is through the web site. Dave Hathaway maintains a database of the membership and contact information.

- Board Chairman – assigns the Board of Directors
- Board of Directors – Identify Regional Directors
- Regional Directors – Identify State Representatives

Dave Hathaway has set up emails by region via the web site. A test was conducted using the Board as group. Emails can be sent by group i.e. Region 1, Region 5, Regional Directors, etc... This can now be used at the State level as well. If additional groups are needed, contact Dave Hathaway.

Meeting Schedule

January	Regional of Directors
April	Regional Directors
July	Board of Directors
October	Annual Meeting

Funeral Response Levels

Descriptions of LODD, non-LODD and other (retiree, civilian employee), and are posted to the web site.

An additional IAP will be added to the web site as well.

Also, if your organization already has a policy on levels of service, by all means use them. Ours are posted as a reference in case someone is looking for suggested levels of service.

Education / Training

NFFF – Taking Care of our Own

Contact Jeanne Tobia at the NFFF if interested in hosting a regional class.

<http://www.firehero.org>

National Honor Guard Academy *Click on link for list of upcoming offerings*

<http://www.nationalhonorguardacademy.com> *This class is being offered several times this year. See web site for additional info.*

Goshen, Indiana Police *Click on link for additional information*

<http://www.honorguardtraining.com/> *This class is being offered several times this year. See web site for additional info.*

Courage to be Safe Training *Click on link for list of upcoming offerings*
<http://www.everyonegoeshome.com/events/> *Discussion on adding the “everyone goes home” element to the LAST team as an awareness and educational component. The survivor stories always stick with the audience... Kyle and Eric will approach John Proels with the idea.*

Minnesota Law Enforcement Honor Guard Training Academy

<http://policelink.monster.com/training/articles/86862-lemma-honor-guard-camp-training> *This agency brought to our attention by the US Parks Service.*

Additional training opportunities are listed on the web site.

We ask those entities that we post, promote the National Honor Guard Commanders Association during their classes.

National Memorial Service – State memorials listed on web site

NFFF

- Rich Cordova was nominated as Deputy Honor Guard Commander for 2009 and Mark Bonzer for 2010. If you're interested in this honor, contact Doug Swartz after the meeting and send him an email interest message at flaswartz@aol.com
- Selection criteria for the D/C position 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
- ***Wreath laying at Arlington scheduled for 9-30-10 around noon Please make a note of this. Suggested idea: bring the wreath to the NFFF after the day at Arlington.***

Web Page <http://www.nhgca.com>

Dave Hathaway continues to do a tremendous job at 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

Discussion items:

- article for the website on the Arlington Memorial Service.
- article for the website regarding the change in the flag code we are supporting. Include samples of letters that other Honor Guards can use to help enlist support from law makers from more states.
- posting of Funeral IAP's
- How to list state coordinators on the site.
- articles written on training, how to start an Honor Guard, fund raising etc.

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. It was determined that the Facebook page will accomplish this goal.

The web site seems to be the back bone for information sharing and your contributions to the site will make it only better. There are approximately 26 pages of material on the site and Dave is reconsidering the setup / layout. Please forward any suggestions to him.

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.

Funding

The NFFF will 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. At this time no donations have been received.

Dave Hathaway and his Honor Guard have made a donation of a complete set of flags, axes, etc to the NFFF for use and display, so that bringing equipment to the facility will no longer be necessary. NFFF is working on developing a policy on the use of the equipment and the foundation is committed to appropriately displaying the donated items.

The agreement with OSU regarding printing is defunct. It's possible we may need to solicit donations to further fund future printings.

DOJ Initiative – LAST teams

Primary focus – PSOB benefits for families.

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.

Listing the DOJ State Team Leaders contact information by State on our web site has been accomplished.

Brochure

Tri-Fold brochure completed. Example temporarily posted on the web site. Print materials are available. Dissemination will be by Region with the NFFF maintaining a supply as well for conferences. Eric is going to order more through OSU as we have distributed most of our initial order, either to us or at the trade shows and on campus.

Other business

The Connecticut Statewide Honor Guard has compiled a LODD written Incident Action Plan 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. The final review has been completed and will be available on the web site.

US Flag code revision was put on the back burner since the elections, now the fiscal crisis. Email into the legislators representatives to see if we can't move forward on the recommendations of the group.

NHGCA challenge coin to be sold as a fund raiser? Thought to ponder.

Adjournment - 1500