



NATIONAL HONOR GUARD COMMANDERS ASSOCIATION
Quarterly Meeting Agenda
8-18-08 2100hrs EDT

Call to Order @ 2110 (waited for several Board Members to arrive on line)

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.

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."

Roll Call

Board of Directors

Board Chairman	Jim McLoughlin excused	Connecticut
Director Regions I & II	Mark Klose absent	New Hampshire
Director Regions III & V	Dave Hathaway present	Pennsylvania
Director Regions IV & VI	Doug Swartz present	Florida
Director Regions VII & VIII	Kyle Ienn present	Nebraska
Director Regions IX & X	Dan Gosnell present	California
Director NFFF Representative	Eric Nagle present	Maryland

Regional Directors

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

Organizational Structure



Membership

The best way to disseminate information to the membership is via email and web postings.

Board Chairman – assigns the Board of Directors

Board of Directors – Identify Regional Directors

Regional Directors – Identify state team leaders (try to coordinate with LAST 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. **Dave advised this should be up and ready to roll after the Memorial Weekend**

Meeting Schedule

January Board of Directors

April Regional Directors

July Board of Directors

October Annual Meeting **verified request with Nagle and he was going to follow**

up on it. Food request was added to the food order for the weekend, but he wanted to verify the official confirmation on the use of the cabin. Also, any other needs we may have for that meeting. It was decided that between Goznell, Hathaway and Swartz we would be able to handle the meeting in McLoughlin's absence.

Minutes posted on the www.nhgca.com website

Education / Training

NFFF – Taking Care of our Own

National Honor Guard Academy

<http://www.nationalhonorguardacademy.com>

Goshen, Indiana Police

<http://www.honorguardtraining.com/>

Courage to be Safe Training

<http://www.everyonegoeshome.com/events/>

Memorial Services

EMS

Held in Roanoke, VA – May 31, 2008 7pm. Update? **Toby Martin attended the Memorial along with several other FD folks. The memorial will be held in Roanoke for one more year then off it goes to Colorado Springs for a NEW and permanent home. He identified a need for additional assistance and learned of a general interest in formalized training. We will look for ways to support our EMS comrades in the future.**

CFFF

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

NFFF

- Dave Hathaway will serve as Memorial Weekend Commander this year
- Earl Lincoln will serve as Deputy Honor Guard Commander with 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, wild land, 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
- Assign production and escort liaison positions annually
- 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 –a “communications” position would avoid future confusion.
- Overhead team to set up the HG team
- Critique comments to the Commander ASAP following the weekend for critique
- Establish a Memorial Guard Saturday from 11- 5
- **Dave advised of a number of new teams getting involved in the various assignments during the course of the weekend**
- **Still a few assignments, Detail Commanders, to fill but well on the way to having a good handle on things. The template is working and we will continue to iron out items that come up**
- **There is still some question as to who will be leading the Production elements from the NFFF standpoint. We stand ready to continue our relationship with whoever is appointed. It has become an invaluable tool to avoid confusion and to help things flow smoothly during the events**
- **We are continuing to explore the potential for having the US Flag of Honor present and flying over the Memorial beginning on Saturday at the Red Helmet Ceremony**
- **Gosnell has offered to coordinate formal training with Capitol PD or other DC based ceremonial units for anyone interested. This will take place Thursday morning prior to the Wreath Ceremony at Arlington. Contact him to confirm and verify details**

Nominations

- 2009 Deputy Commander – Rich Cordova from Cal Fire has been nominated by 2 members of the Board of Directors. Kyle Ienn will forward the name of a nominee from Nebraska. Other nominees will also be considered during the teleconference.
- Historical Reference
 - 2009 Earl Lincoln Career New England
 - 2008 Dave Hathaway Volunteer Pennsylvania
 - 2007 Doug Swartz Career Florida
 - 2006 Dan Gosnell Wildland California
 - 2005 Tim Wren Career Michigan
- Recommend incorporating the Basilica element into the Honor Guard Planning for the weekend. **This is in process and Dave is working with Bev and Jim Forgo to insure that we capture all the necessary info**
- **Kyle Ienn brought forth the nomination of Mark Bonzer from Grand Island, NE. Both Kyle and Eric Nagle have had the pleasure of working with Mark and they speak highly of his ability to serve in a command role. Kyle did verify that he had spoken to Mark and he did have an interest in the position**
- **Rich Cordova and Mark Bonzer were the only two nominations at the time of the call. All were in agreement that there are several individuals who are developing into potential nominees for future years. We again stressed the importance of interested parties being involved and getting a feel for the big picture, development is key**
- **Needing only two names, a motion was made by Dave Hathaway to recommend Rich Cordova for Deputy in 2009 with Mark Bonzer as an alternate. The motion also allowed for Bonzer to be strongly considered for Deputy in 2010, should he still have the interest. The motion was seconded by Gosnell and a unanimous vote was cast in favor of the motion**
- **I told Nagle that you would formally submit the recommendation to the NFFF upon your return**
- **This was a difficult decision as we had two very capable and qualified candidates. I do not see this process getting any easier as our pool of interested parties is growing and there are a number of quality individuals out there**
- **It was suggested that by the Annual Meeting in October, that we have some additional guidelines established in order to further clarify the process and the responsibilities of a nominee. This should also further explain the desired rotation of the NFFF. Though not the only deciding factor, it should be reinforced that the NFFF is looking for a sharing of the wealth**

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 be 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. No hits really – a few test messages on there but no responses. Thoughts? **All tests have gone well and Dave will get with the Board, (and those we feel should have access to certain aspects of this feature), after the Memorial Weekend for training.**

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. **Dave has added a page under the Law Enforcement tab that lists various State and local memorials for the whole range of law enforcement agencies.**

Another new posting is in relation to the NFFF Weekend. The music for the pipers and drummers is up for folks to look at, download and better prepare prior to arriving in Emmitsburg. I also verified with Dave that the site was still manageable for him. It has continued to grow and I wanted to make sure he was not getting overwhelmed. He stated that all was well so far, but he would keep us informed if there was any help needed

Funding

The NFFF will accept donations intended for the NHGCA. 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. **All still good to go with the NFFF.**

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 Midway Honor Guard is donating the axes and a private company donated the flags and all other equipment. Eric, please work with foundation folks to secure placement of equipment once it arrives. Flags will be USA, USFA, and NFFF. **This is getting closer to being reality and items should be in hand well ahead of the Memorial Weekend.**

DOJ Initiative

Primary focus – PSOB benefits for families. People are getting their money – the project seems to be having an impact. **NFFF/LAST has been authorized to assist EMS agencies with LODD. The NFFF has been promoting the NHGCA at TCOOO and LAST training sessions. Couple those two things with our already proven track record and we will likely see an increased involvement of the NHGCA with LAST. Right now we have only four states that do not have teams; Rhode Island, Idaho and two states in the Midwest that we couldn't put a name to. Nagle and Grout were asked to provide a brief AAR on the LODD in Rhode Island. Nagle relayed high praise.....the system worked! Grout also shared the rewarding feeling of getting on the ground and helping out. It was a clear example of why we are doing what we do and how it can succeed.**

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. 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. West Texas HG Society may develop with their help.

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 **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

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.

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. **Linda Hurley has identified the Kramer (SP?) family as the survivor for this year. Both parents of a fallen firefighter are veterans. Contact has been made and Pelton is in the loop.**

It was requested by Ienn that we formulate a job description or list of duties and responsibilities for the Regional Director Position as well as the State Representative position. We should probably do the same for all positions on the board...if we know what they are ☺. Some we may still be developing.

Other...being none.....

Adjournment 2240