



NATIONAL HONOR GUARD COMMANDERS ASSOCIATION

Board of Directors Minutes **2-1-07 2105hrs EST**

Welcome Statement

Thank you for taking the time to call in tonight. We have a busy agenda. I want to make sure everyone has a chance to speak on the topics were about to cover. Because we have a small number of people on the conference call, I think we ought to be able to accomplish a lot tonight.

The teleconference system was successfully tested 1-30-07 at 1145EST. The Board of Directors Teleconference is scheduled for Thursday, February 1, 2007 at 2100 EST. Please take note of the following information:

Call in # 866-778-8215

Participants pass code: 2096863

Thanks to Eric Martinez & the US Forest Service for sponsoring the call.

Roll Call & Introductions

McLoughlin

Klose

Swartz

Hathaway

Gosnell

Nagle – absent; prior commitment

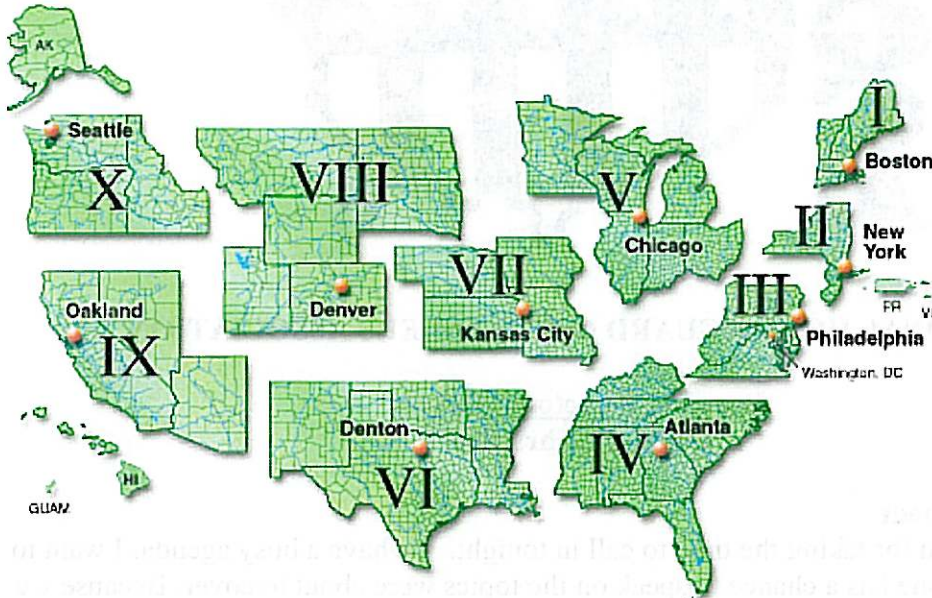
Mission Statement

“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	Chairman of the Board
Mark Klose	New Hampshire	Director Regions 1 & 2
Dave Hathaway	Pennsylvania	Director Regions 3 & 5
Doug Swartz	Florida	Director Regions 4 & 6
TBD	TBD	Director Regions 7 & 8
Dan Gosnell	California	Director Regions 9 & 10
Eric Nagle	Maryland	NFFF Representative



Membership

Discuss the best way to disseminate information to the membership and who shall keep the records of the membership and contact information. Presently, I have a number of email addresses, some with names and states, some just simply email addresses. Recommend a mass email to all those on record with the Board of Directors emails and/or the Regional Directors (not all of whom have been identified) and have people further identify themselves to their respective Regional Director.

Chairman of the Board – will need to assign the Board of Directors

Board Members – will need to identify Regional Directors

Regional Directors – will need to identify State team leaders (possibly coordinate with the DOJ initiative)

Meeting Schedule

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

Funeral Response Levels – Doug Swartz – Suggested Levels of Service and Honors

Honors	Level 1	Level 2	Level 3
All military standards observed	X	X	X
Department Honor and Color Guard	X	X	X
Department Chaplain	X	X	
Station and apparatus bunting	X		
Static display of apparatus	X		
Death Watch/Casket Vigil	X	X	X
Honorary Pallbearers	X	X	
Department apparatus used as caisson	X		
Department apparatus used as a flower truck	X		
Family transportation	X		
Department Casket Team	X	X	X
Bunker gear, helmet and badge presentation	X	X	
IAFF medal presentation	X		
Crossed aerial ladders with flag drape	X		
Non-crossed aerial ladders (straight up) with flag drape		X	
Bell Ceremony	X	X	X
Final tone-out	X	X	X
Flag presentation*	X	X	X
Fly over (helicopter)	X		
Firing Party/rifle volley salute (if veteran)	X	X	X

*Presentation of United States Flag should be reserved for Military Veterans and LODD/Level 1 Funerals. A Department, State, Local or Association Flag can be substituted for Non-Veteran Level 2 and 3 Funerals.

Education / Training

NFFF – Taking Care of our Own

<http://www.firehero.org/index1.aspx?BD=7655>

National Honor Guard Academy

<http://www.nationalhonorguardacademy.com>

Civil Air Patrol

<http://level2.cap.gov/index.cfm?nodeID=5610>

Goshen, Indiana Police

<http://www.honorguardtraining.com/page0011.html>

Annual Memorial Services

NFFF –A committee of key honor guard personnel as selected by the NFFF make up the selection committee for the recommendation of future deputy honor guard commanders for the annual memorial weekend. Dave Hathaway would like to introduce some new personnel to the Chapel element.

IAFF – This weekend service has more interaction between firefighters and survivors due to them all staying at the same hotels. The flag presentation seems more streamlined and results in a quicker process by delivering the flags to the families rather than having the families come to the Chiefs for the presentation.

Web Page Update

Dave Hathaway provided an update on Web page development. NFFF will allow for some of the designated earmarked funds to be used for this initiative. Domain name NHGCA.ORG has been reserved. Once the site is up and ready, notifications will be made.

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.

DOJ Initiative

Swartz to talk about 1st 10 states identified. 2 training sessions already offered at the NFFF (Oct 06 & Jan 07) Additional opportunities forthcoming. Primary focus – PSOB benefits for families. 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.

Brochure

Earl Lincoln provided a sample tri-fold brochure. Due to some of the changes discussed in the BOD meeting, the recommendations were sent back to the draft table for an update. Once completed, posting on the web site and email notifications to the membership will be made.

Association Logo

3 were offered by Hal Grout from Connecticut. Selected logo is on top of page 1. Discussion regarding the Maltese cross represented in the logo. Decision was to keep as is and welcome other disciplines to join and network with us.

Other business

The Connecticut Statewide Honor Guard has put together a draft LODD Incident Action Plan that would take a planning committee through a LODD step by step. Once the draft goes through a few updates and revisions we will be presenting it the group for an endorsement. The plan has been compiled from various sources.

Adjournment – 2230