

**NATIONAL HONOR GUARD COMMANDERS ASSOCIATION**  
**Minutes**  
**1-27-10 2100hrs EST**

**Welcome Statement**

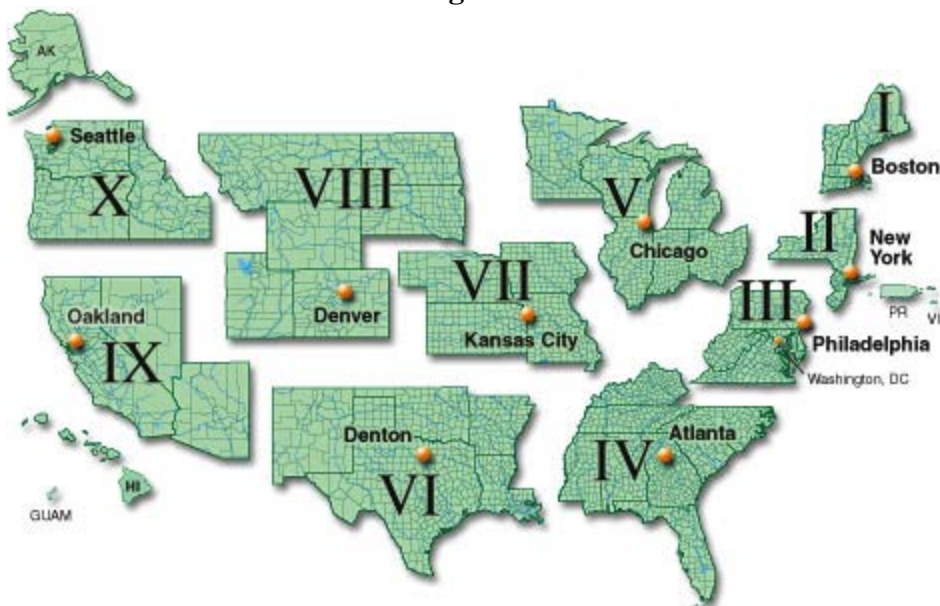
Thank you for taking the time to attend this evening's teleconference. We have a great organization and I want to personally thank each of you for your time and attention to this group.

Thanks to the NFFF and Chief Ron Siarnicki for supporting the NHGCA and a special thanks to Eric Martinez and the US Forest Service for hosting the 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."

**Organizational Structure**



## Roll Call:

### Board of Directors

Jim McLoughlin	Connecticut	Board Chairman	
Mark Klose	New Hampshire	Director: Regions 1 & 2	<b>(Earl Lincoln)</b>
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	(excused)

At the request of Mark Klose, he submitted his resignation from the BOD. Mark recommended that Earl Lincoln take his place. Voted by majority of the BOD.

### Regional Directors

Region I	Earl Lincoln	New Hampshire	<b>(Hal Grout)</b>
Region II	Hal Grout	Connecticut	<b>(vacant)</b>
Region III	Ron Quesenberry	Virginia	(absent)
Region IV	David Bradley	Georgia	
Region V	Tim Wren	Michigan	(excused)
Region VI	Levi Clements	Texas	(absent)
Region VII	Roger Hansen	Nebraska	
Region VIII			
Region IX	Rich Cordova	California	
Region X	Brad Paris	Oregon	(absent)

Due to Earl Lincoln's upward movement, McLoughlin recommended Hal Grout be reassigned to Region 1, where he resides. Earl is tasked with finding a replacement for Region 2. Dave Hathaway agreed to develop a job description for the Regional Directors.

### 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. Dave Hathaway looking into a way to list the State Representatives on the web site. Also Hathaway recommended the following be listed as a job description for State Reps:

- update state Honor Guard unit contact information
- serve as contact person between state and regional levels within the NHGCA
- coordinate state Honor Guard resources when needed
- coordinate communication between state Honor Guard units

### 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 Bev Walter 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.*

Classes being offered in FL=March, TX=May and VA=July. Additional classes may be offered as well. Discussed the formation of an Alumni association.

### **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-lema-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, please let us know.
- Names sought for consideration for 2011. Sensitivity to career, volunteer, wildland all considered. Tabled until April.
- 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
- Memorial Tribute and Remembrance Conference hosted by NFFF introduced to the group by Doug Swartz. A 2 day deal where the state memorial and individual memorials are talked about. More detailed info to follow post Tampa, FL event.
- ***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.***
- ***2009 survivor Pat Stonaker (wreath presenter) looking for a picture slide show to bring to the survivors conference in Chicago, IL in May. Kyle Ienn offered to make a presentation as a rep of the NHGCA. Check with foundation about that and the 2010 survivor to present.***

### 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](mailto: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 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.

In depth content is what people are looking for. Response trailer info and IAP info to be posted soon. Email distribution list use ok for qualifying events that match our mission statement.

## **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 status of the policy is still not in writing although some verbal agreements have been discussed with security.

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 (Jeannie Tobia NFFF liaison to LAST team training)**

Primary focus – PSOB benefits for families. Benefit went down this year from 315,746 to 311,810 due to Consumer Price Index adjustment

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. John Proels looking for after action reports from the CAST members of affected teams. Survivor Conference / CAST meeting (2day) May 10 and 11, 2010 in Chicago, IL.

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.

Earl and Dave to work on any updates and post a brochure when completed.

## **Other business**

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. Forward progress after seeing Congressman Larson over the Christmas holiday.

NHGCA challenge coin to be sold as a fund raiser? Thought to ponder. Dave Hathaway will look into this realistically it might be April, but sought help in the design work.

Doug Swartz mentioned a motorcycle ride that would benefit the NFFF. Details and program success to be discussed at a later date.

McLoughlin mentioned anyone interested in hosting a golf tournament to benefit the NFFF should contact Bev Walter from the NFFF.

## **Adjournment - 2214**