



NATIONAL HONOR GUARD COMMANDERS ASSOCIATION MINUTES

Board of Directors Meeting

Call to order

7-31-07 2120hrs EDT

Welcome Statement

Thank you for taking the time to call in tonight. We have a great organization forming and I want to personally thank each of you for your time and your input into this group.

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

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	Excused

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.”

Brief Introductions for the benefit of Kyle Ienn, new Board Member. Board members asked to forward a bio of themselves to Dave for the web site. Pics to be taken in Emmitsburg, to go along with the bio's

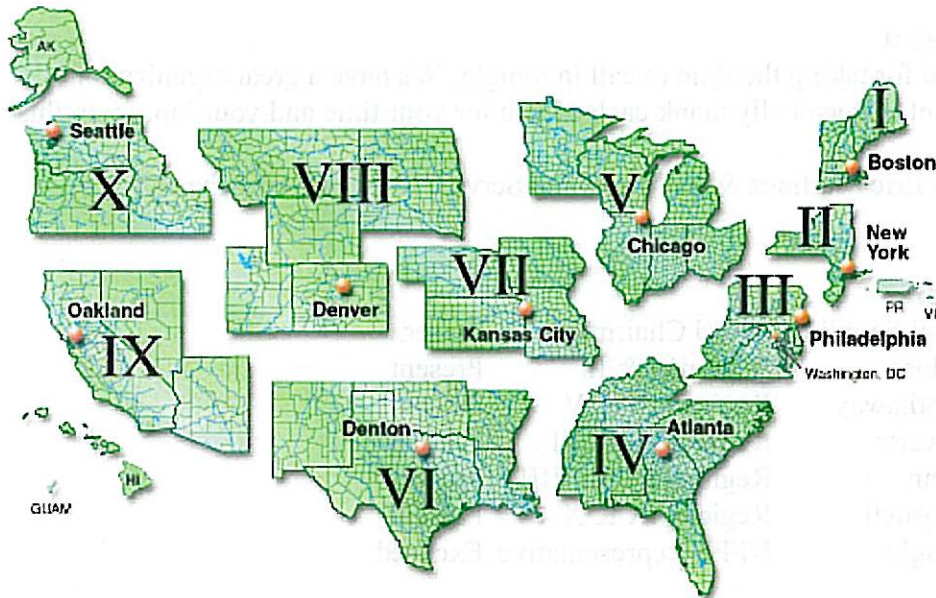
Organizational Structure

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
Kyle Ienn	Nebraska	Director Regions 7 & 8
Dan Gosnell	California	Director Regions 9 & 10
Eric Nagle	Maryland	NFFF Representative

Regional Directors – Tasked w/identifying State Leaders within their Regions

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	TBD	
Region X	Brad Paris	TBC Oregon



Membership

Discuss the best way to disseminate information to the membership and who shall keep the records of the membership and contact information.

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)

Dave Hathaway looking into emails by region via the web site. We began with 487 honor guards and now have 619 registered. It was discussed and decided to post the minutes on the web site. Also a test was conducted using the Board as group. Emails can be sent by group ie. Region 1, Region 5, Regional Directors, etc...

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
Progress request: 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.

Education / Training – Daniel McGuire active again in Rochester

NFFF – Taking Care of our Own *Click on link for list of upcoming offerings*
<http://www.firehero.org/index1.aspx?BD=7655>

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

Goshen, Indiana Police *Click on link for registration form*
<http://www.honorguardtraining.com/page0011.html>

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

Annual Memorial Services – State memorials listed on web site

NFFF

- Discussion on the teleconference of the selection of a Deputy Honor Guard Commander. Earl Lincoln will be nominated for 2008 and Dave Bradley as an alternate
- **Dave Hathaway** would like to introduce some new personnel to the Chapel element. (Dave Bradley).
- Input from **Dan Gosnell** on the use of the ICS forms for the weekend. Was it useful and which forms were utilized. They were and he can provide the info used last year as a guide.

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. It was determined that the process used in Colorado Springs would not be used in Emmitsburg.

EMS

- Held in Roanoke, VA – posted on the web site

Web Page Update - WOW

Dave Hathaway has done a tremendous job at developing 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

Added link to Neptune's Uniforms – they do many honor guard uniforms.

In March the web site had 197 hits. So far in July there have been 500 hits, 390 of them being brand new, 29 repeats. Over 1800 hits since March.

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.

Consideration given to soliciting donations to for-profits linked to our site. No definitive assignment given to any member for follow through. Discussion only.

Report from *Dave* on expenses so far specific to the web site and discuss reimbursement process. \$2/month. Don't worry about it right now.

If there's any money left that's been earmarked, can we use it to have our annual meeting at the picnic pavilion rather than in an auditorium? I think a social way of getting together may forge stronger relationships the sitting in an auditorium seat.

Thoughts/comments? Yes approach the foundation to see if that can be worked out.

Perhaps the NHGCA should send the Honor Guards that assist a certificate of appreciation, thanking them and recognizing their efforts as leaders during the weekend. Just a thought at this time for consideration.

DOJ Initiative

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. Upcoming training dates for LAST Team Leaders are offered at the national Fire Academy in Emmitsburg, MD on August 10-11, 2007. Interested attendees need to email jproels@firehero.org

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

Brochure

Recommended changes in process. Once completed, final review will be sent to all for comment. If OK, will request printing by the NFFF hopefully prior to the Memorial weekend. Also to be posted on the web page. (prefer it in pdf if possible)

Other business

The Connecticut Statewide Honor Guard has compiled a draft 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. Please review the draft attached and comment. I will be looking for a recommendation whether or not to adopt or accept this as a resource and whether or not the NHGCA is willing to put our name on it. It will be going to a number of agencies for review ie NFFF, IAFF, IAFC, Law Enforcement, etc...

This may be duplicating the LAST manual, check that and compare/review.

New Hampshire is developing the New Hampshire Special Operations Response Team to be called upon in the event of a LODD. Renamed the Granite State Fire Service Support Team comprised of 9 members; career, volunteer, retired, and general public. Response trailer in the works for them.

Adjournment 2310