

NATIONAL HONOR GUARD COMMANDERS ASSOCIATION

Regional Directors Meeting

Call to order

5-17-07 2108hrs EDT

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.

The Regional Directors Teleconference is scheduled for Thursday, May 17, 2007 at 2100 EDT.

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

Roll Call

Board of Directors

Chairman	McLoughlin		Present
Director	Klose	Regions I & II	Present
Director	Hathaway	Regions III & V	Present
Director	Swartz	Regions IV & VI	Present
Director		Regions VII & VIII	
Director	Gosnell	Regions IX & X	Present
Director	Nagle	NFFF Representative	Present

Regional Directors

Region I	Earl Lincoln	Present	Region VI	Levi Clements	Present
Region II	Hal Grout	Present	Region VII		
Region III	Ron Quesenberry	Absent	Region VIII		
Region IV			Region IX		
Region V	Tim Wren	Absent	Region X		

Mission Statement

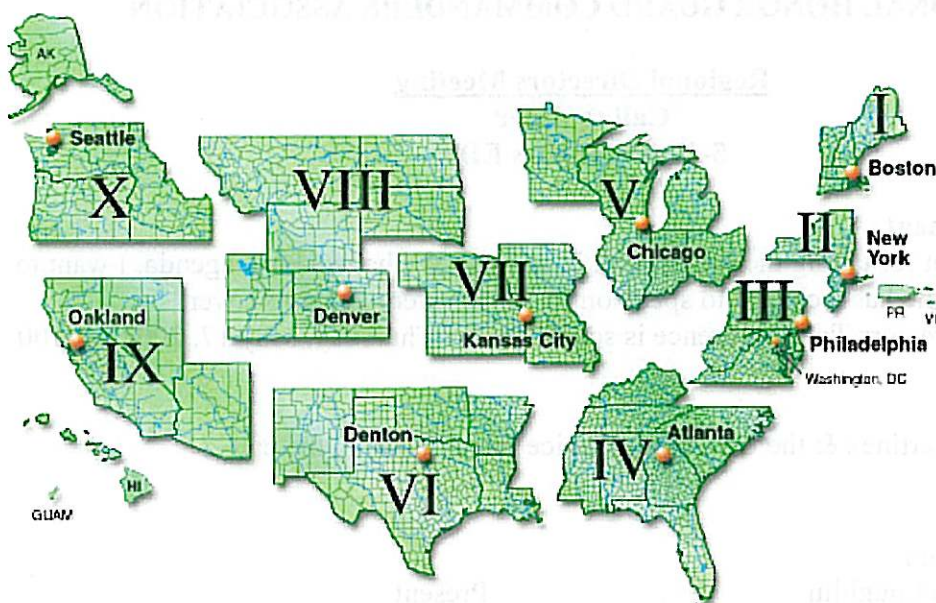
"The mission of the National Honor Guard Commanders Association is to establish a group of Honor Guard Commanders to share information and experiences in order to make us stronger leaders and more knowledgeable in what we do."

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

Kyle Ienn recommended by the NFFF as a potential leader from Nebraska. Chairman McLoughlin will contact Kyle Ienn to assess his interest.



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)

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.

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 (If adopted – to be posted on web site and removed from agenda items)

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.

These are recommendations. Doug Swartz and Dave Hathaway to fine tune the headings and descriptions of LODD, non-LODD and other (retiree, civilian employee), then post to the web site.

Education / Training

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>

Civil Air Patrol *Informational*
<http://level2.cap.gov/index.cfm?nodeID=5610>

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

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. A teleconference of selection team members will offer 2 recommendations to the NFFF by the Memorial weekend. Considerations for selection are interest, ability, geographical representation, and service affiliation. Dave Hathaway would like to introduce some new personnel to the Chapel element. (Dave Bradley).

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.

Web Page Update

Dave Hathaway has done a tremendous job at developing this web page and associated pages connected to the main page. Please take some time prior to the teleconference to view the site and offer any helpful suggestions. Dave is requesting pictures emailed to him to be posted on web site. ffhathaway@msn.com

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

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.

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

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 June 8-9, 2007 and again on August 10-11, 2007. Interested attendees need to email jproels@firehero.org

Investigating the possibility of listing the DOJ State Team Leaders contact information by State on our web site and making the state team leaders the state contact individuals for the NHGCA

Brochure

Earl Lincoln provided a sample tri-fold brochure. Please view the attached tri-fold for comment.

Add email for Dan Gosnell and fill the Directors position for Regions 7 & 8 prior to printing brochures. Alignment of panels prior to printing.

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. WE could post this as a resource. Our hope is to gain national recognition from our peers and promote the use of this written IAP. NFFF encourages submission for posting on their resource page once complete.

New Hampshire is developing the New Hampshire Special Operations Response Team to be called upon in the event of a LODD.

Adjournment 2237

Meeting Key Phrase

“Artistic License”

