

## **National Honor Guard Commanders Association**

### **General:**

The Annual meeting of the National Honor Guard Commanders Association was called to order at the NFA on 10-06-06 at 1300hrs in the "J" auditorium. The following people were in attendance:

James McLoughlin, Hartford, CT  
Dave Hathaway, Midway Vol Fire Co  
Greg DeHaven, Montgomery County, MD  
Hal Grout, East Hartford, CT  
Earl Lincoln, Hooksette Fire Dept, NH  
Ron Quesenberry, James City Co FD, VA  
Darron Williams, BLM  
Jonathan Lamm, Clay County Fire FL  
Doug Swartz, Clearwater, FL  
Dan Gosnell, US Forest Service  
Tim Wren, Troy Fire Dept, MI  
James Williams, West Hartford, CT  
Gary Gaffney, Houston, TX  
Robert Pecht, Houston, TX

The following minutes represent the agenda that was followed and the discussions that ensued.

**Mission Statement**      The following mission statement was adopted:

"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**      The following Organizational Structure was adopted:

There will be one Chairman of the Board. That will be James McLoughlin. There will be 5 Board of Directors, each representing 2 Regions within the country. The following have been appointed to the position of Board of Director: Regions 1 & 2 – TBD, Regions 3 & 4 – Doug Swartz, Regions 5 & 7 – Dave Hathaway, Regions 6 & 9 – Dan Gosnell, and Regions 8 & 10 – TBD. There will be 10 regions within the country using the FEMA model as a foundation. Each board of director will be responsible for selecting regional directors. Each regional director may choose to select a state representative in order to continue the line of authority from top to bottom.

**Membership Definitions**     The following membership criteria was adopted:

The membership of the group is limited to Honor Guard Commanders, Vice-Commanders (or equivalent) and retired / former Honor guard Commanders.

**Meetings**                     The following schedule was adopted:

January	Teleconference Board of Directors
April	Teleconference Regional Directors
July	Teleconference Board of Directors
October	Annual Meeting in Emmitsburg, MD

**Funeral response Levels**     Subject matter referred to Doug Swartz

**Education/Training**         The following are identified training opportunities:

NFFF – Taking Care of our Own. Offered throughout the country.  
Old Guard will train you – advance contact required.  
Virginia hosts a 4hour honor guard training session 2x annually.  
Goshen, Indiana hosts an Honor Guard Camp.

**Annual Memorial Service**    These items were discussed:

NFFF - Access to the NETC campus is an issue. Perhaps ID's issued prior to the weekend could alleviate the problem. Having an access list filtered through the NFFF was helpful.

An off-site location may solve the issue.

IAFF – Colorado Springs

US Wildland Firefighters Foundation, Boise Idaho (March) Vicky Minor

**Web Page**                     A new team has been assigned web development

Dave Hathaway brought a 2-page recommendation for Web Site construction. Working with Earl Lincoln they feel they can develop a web site for \$17/month. McLoughlin to see if the financial support earmarked by the Foundation could be used for such a purpose.

**Funding**

The following was determined at the meeting:

Stay away from handling money for now. Go with the support from the NFFF. At this point we're looking at \$250 annual for a web site and no more than \$250 for the teleconferencing. If any donations were to be received in the name of the National Honor Guard Commanders Association, we'd like to forward them to the NFFF. McLoughlin to verify if that would be acceptable to the Foundation.

**DOJ Initiative**

This was briefly discussed as a point of information

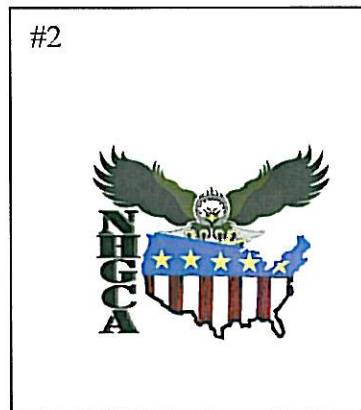
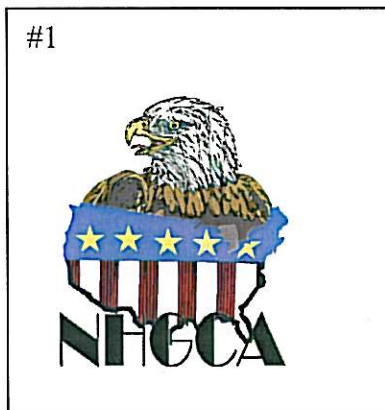
**Brochure**

Earl Lincoln offered to develop a trifold for the group

**Association Logo**

Hal Grout offered to develop a logo

The following logo's have been submitted for comment and feedback from the group. Please reply with your comments.



**Other Business**

None

**Meeting Adjourned**

1530 hours

Respectfully,

James McLoughlin, Chairman of the Board  
National Honor Guard Commanders Association

