

NATIONAL HONOR GUARD COMMANDERS ASSOCIATION
MINUTES
Annual Meeting
Call to order
10-05-07 1300hrs EDT

Welcome Statement

Thank you for taking the time to attend today's meeting. 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 the NFFF for hosting the Annual meeting of the NHGCA.

Roll Call

Board of Directors

Chairman	McLoughlin	Board Chairman	Present
Director	Klose	Regions I & II	Excused
Director	Hathaway	Regions III & V	Present
Director	Swartz	Regions IV & VI	Present
Director	Ienn	Regions VII & VIII	Excused
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 the group, brief introductions were made to acquaint ourselves with each other. Networking is one of the main components for the success of our group. It was nice getting to know each of you.

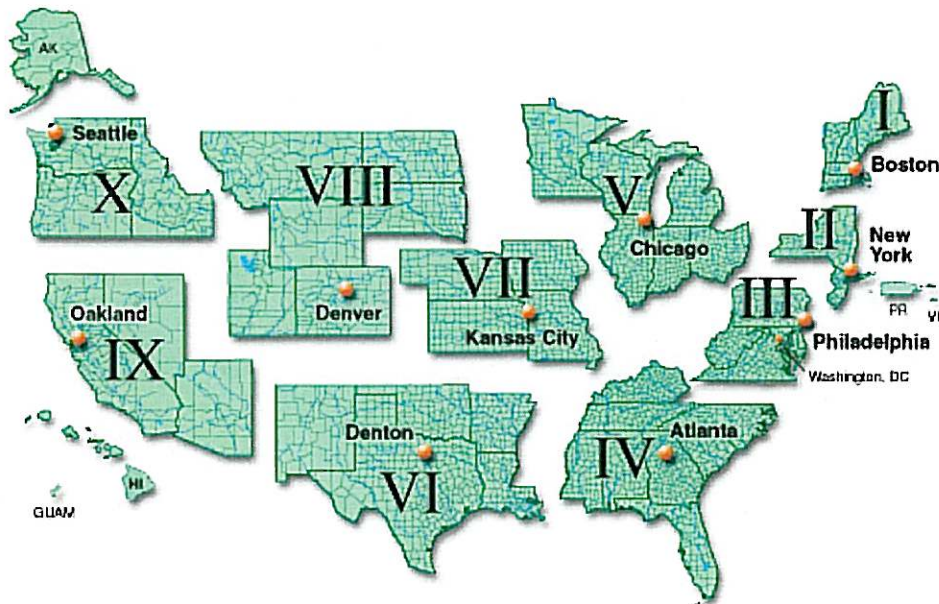
Organizational Structure

Board of Directors

Jim McLoughlin	Connecticut	Board Chairman
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

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.

Board Chairman – assigns the Board of Directors

Board of Directors – Identify Regional Directors

Regional Directors – Identify state team leaders (possibly coordinate with the DOJ initiative)

Dave Hathaway looking into emails by region via the web site. A test was conducted using the Board as group. Emails can be sent by group ie. Region 1, Region 5, Regional Directors, etc... The prospect of utilizing this at the State level will be looked into so that every level of the organization may potentially benefit from the data base.

Meeting Schedule

January Board of Directors

April Regional Directors

July Board of Directors

October Annual Meeting

It was discussed and decided to post the minutes on the web site.

Funeral Response Levels – 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 –

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 additional information*
<http://www.honorguardtraining.com/>

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

National Memorial Services – State memorials listed on web site

NFFF

- Earl Lincoln was nominated as Deputy Honor Guard Commander for 2008 and Dave Bradley as an alternate.
- Selection criteria was decided upon for the D/C position to 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
- Discussion on approaching the NFFF regarding the nomination of additional positions for the success of the weekend will be brought up to the foundation

- Input from **Dan Gosnell** on the use of the ICS forms for the weekend. They were useful and he can provide the info used last year as a guide.

IAFF

- This weekend service seems to have more interaction between firefighters and survivors due to them all staying at the same hotels. The flag presentation process 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

The development of a BLOG and/or a bulletin board type communication set up via the web site is being looked at to encourage the membership to begin the process of sharing and networking ideas.

The web site seems to be the back bone for information sharing and your contributions to the site will make it only better. Please forward your input and contributions to Dave Hathaway.

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.

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.

Dave Hathaway looking into the donation of a complete set of flags, axes, etc to the NFFF for use and display, so that bringing that equipment to the facility will no longer be necessary.

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.

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.

Sharing your experiences in the development of these teams will only help others who are beginning the process. Connecting people together for the purposes of making these state teams successful, is a very rewarding experience. Virginia and Texas expressed an interest in the development of regional honor guard teams for their states.

Brochure

Tri-Fold brochure completed. Example temporarily posted on the web site. Print materials will be available soon. Dissemination will be by Region with the NFFF maintaining a supply as well for conferences.

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. Once final review has been approved, this will be available on the web site.

Attendees

Kevin Cooney	CT Statewide Honor Guard / Manchester, CT
Al Torizzo	CT Statewide Honor Guard / Meriden, CT
Hal Grout	CT Statewide Honor Guard / East Hartford, CT
David Bradley	Forsyth County, GA
Mark LePino	Clark County Fire Las Vegas, NV
David Pearl	Tullytown Fire Company
Leon Moore	College Station, TX
Dan McNeill	College Station, TX
Greg DeHaven	Montgomery County, MD
Jerry Csenar	Virginia Beach, VA
Tom Benjamin	Loveland-Symmes, OH
Mike Ruesink	College Station, TX
Mike Fold	Baltimore County, MD
Jason Irby	Spotsylvania County, VA
Amy Marie Beechler	City of Fairfax, VA
Janet McDaniel	Portsmouth, VA
Earl Lincoln	Hooksette, NH
Carlton Durham, Sr	Hampton, VA
Bud Marchlewski	O'Fallon FPD, MO
Kern Swafford	O'Fallon FPD, MO
Doug Swartz	Clearwater, FL
Ron Quesenberry	James City County, VA
Dave Hathaway	Midway VFD, PA
James McLoughlin	CT Statewide Honor Guard / Hartford, CT

Adjournment 1500