



# International Association of Fire Chiefs

## **VCOS Board Meeting 13-14 May 2022 Montgomery, TX**

### **Participants:**

#### *IAFC Board Members Present:*

Chief Chuck Flynn, Chair  
Chief Rich Cowger, Vice Chair  
Chief Fred Windisch, Secretary/Treasurer  
Chief Brita Horn, Board Member at Large  
Chief Norvin Collins, Board Member at Large  
Chief Al Yancey, Board Member at Large

#### *IAFC Board Members Not Present:*

Chief Paul Sterling, Board Member at Large (Remote for Branding Marketing discussion)  
Chief Jim Cook, Board Member at Large  
Chief Kevin Hardwick, Board Member at Large  
Chief Jason Catrambone, Board Member at Large

#### *IAFC Guests/Staff:*

Mr. Kevin McGee, Chief Operations Officer  
Mr. Joseph Giorgi, VFIS  
Mr. Paul Gerlikovski, The Karma Group (Remote for Branding Marketing presentation)  
Chief John Buckman, Past President (Remote for Educational Initiative presentation)

### **Call to Order**

Chief Flynn chaired the meeting. A roll call was taken and a quorum was present. The meeting came to order at 1001 hrs CT. Chief Flynn welcomed the board members and guests.

### **Approval of April 2022 Minutes**

Chief Chuck Flynn, Chair

#### **MOTION: 13 May 2022-01**

**Motion made and seconded to approve the 12 April 2022 minutes.**

**Motion carried.**

**COLLINS/HORN**

## **Chairs Report**

Chief Chuck Flynn, Chair

There are five candidates for the 2022 VCOS Director at Large election. Their bios are loaded in the VCOS web site under the Elections tab. The election runs from May 25 through June 27.

Vice Chair Report, Chief Cowger

Chief Cowger provided a review of the committees, their members and how the committees should be structured. Committee member additions and deletions were updated. Committees that have substantially completed or completed their work were dissolved or consolidated to other committees. Board member liaisons assignments were made to the committees.

A draft job description for a contracted VCOS support position was shared with the Board for feedback. A request to add a duty to produce the monthly Chair's report. A suggestion was offered to revise the position title from executive assistant to resource coordinator.

## **Secretary/Treasurers Report**

Chief Fred Windisch

- For the 12 months ending December 31, 2021, the ending net assets is +/- \$227,021.
- VCOS Symposium in the Sun shows a change of net assets at +/- \$56,536.
- For the period ending March 31, 2022, shows a change of net assets of +/- \$4,301.

The financials include the cost of the IAFC staff support to VCOS recognizing that the first 240 hours during the calendar year are charges to the IAFC and any hours beyond 240 are charged to the section.

Chief Windisch had a discussion with Mr. Rob Brown on the following:

- Janette Schwartz, Cordia Partners will check if Bill.com can auto generate a confirmation that you receive when you submit expenses.
- Mr. Brown will begin sending Monthly Section Financials to all Section Treasurers on behalf of the IAFC Treasurer after the IAFC Financial Committee meets.
- The cost of Section staff support will be removed from Monthly Section Financials.
- Janette Schwartz, Cordia Partners is working on a solution so that for revenue made from VCOS SUN is transferred to the VCOS General Fund and for Secretary Treasurer Windisch to see the transfer.

## **Brand and Message Strategy**

Paul Gerlikovski, The Karma Group

Mr. Gerlikovski shared the Karma Groups recommendations for the brand and

messaging soft roll out at FRI in August and official launch at Symposium in the Sun in November.

Karma offered the following brand and message implementation involvement:

- Write member communication to be sent by VCOS Board/President to all members prior to FRI.
- Draft talking points for VCOS Board members to have for FRI.
- Create social media ads for geofencing at FRI.
- Create PowerPoint deck for SITS opening ceremony.
- Create VCOS flyer/brochure to distribute at SITS.
- Do website updates.
- Do VCOS SITS introduction video.

Coaster with logo will be produced for FRI, T-shirts for Board members, and Kosies with logo will be purchased for Symposium in the Sun.

**MOTION: 13 May 2022-02**

**Motion made and seconded to authorize funding not to exceed \$20,000.00 to fund the seven brand messaging recommendations implementation/roll-out proposal by the Karma Group. Motion carried.**  
**YANCEY/COWGER**

**VCOS 2022 Strategic Direction**

Chief AI Yancey, Board Member at Large

Chief Yancy reported that significant progress was made with the Strategic Direction goals to include:

1. New member onboarding program
2. Brand and Marketing Strategy
3. Revision to the VCOS bylaws
4. New member onboarding and orientation program
5. Stabilize VCOS staff function
6. Creation of an organizational chart for Board member span of control
7. Establishment of an effective communications process

**MOTION: 13 May 2022-01**

**Motion made and seconded to approve the VCOS Strategic Plan. Motion carried.**  
**COLLINS/COLLINS**

**Education Program Update**

Chief John Buckman, Past President

The Yellow Ribbon Report Education program Power point is complete and has been reviewed and suggestions corrected. The draft will be submitted to the IAFC for approval to release.

Symposium in the Sun schedule has 28 speakers, 10 of whom will be repeat presenters. There will be coaching sessions with 5 coaches.

The White Ribbon Report will be ready and available for release at FRI.

NVFC Training White Paper was released in June at the NVFC training summit.

The Power Point presentation was completed and covers what VCOS does and produced for the fire service. This material is used at the beginning of classes as well as used Board members when you are asked to talk about the VCOS.

### **Chaplain Guidance Program**

Chief Al Yancey, Board Member at Large

The Chaplain Guidance Task Group is collaborating with Federated Chaplains Group. They are making great progress and their process is going well. They are creating a template for guidance on how to start up a chaplain program. They report that a draft will be complete by mid-June.

### **FROG**

Chief Norvin Collins, Member at Large

Chief John Buckman, Past President

Chief Collins discussed the need to market the program better and reported that the refresh of the FROG curriculum is progressing with for the possibility for an improved educational program. Small departments do not have the level of resources as smaller departments suggesting that there may be a role for short term (1-2 day) consulting interventions for these departments that need such services but cannot afford the corporate consulting contractors.

Chief Buckman - grant funding will be provided through a program managed by IAFC Community Solutions to support the cost of the course material update to include funding the delivery of several course presentations. The task group will meet in July in the Baltimore area for the final round of course refresh.

Feedback provided about some confusion a few students and others have relating to the FROG name and if there might be a better course title.

### **New Member Task Force**

Chief Brita Horn, Board Member at Large

Chief Horn presented the 10 key points for new members program with discussion of cost estimates for each component of the plan. The new member welcome package items were identified, and steps will be taken to build the inventory of each item.

Chief Horn will collaborate with Mr. Bill Rehkopf to draft the new member welcome

letter.

### **Fire Data Set**

Chief Brita Horn, Board Member at Large

Extended discussion on where the Fire Data Set Committee should focus their attention so that a white paper can be prepared that provides the right mix of data capture and analysis information considering that many small departments lack the resources for a sophisticated system. Discussion also provided direction that the white paper should not be a duplication of resources that already exists.

The meeting was recessed at 1415 CT and the board went into Executive Session. The meeting will reconvene tomorrow, Saturday 14, 2022 at 0900 CT.

### **Call to Order**

Chief Flynn reconvened the meeting on 14 May 2022 at 0906 CT.

### **Chair's Report**

Chief Chuck Flynn, Chair

Chief Flynn welcomed members and thanked Mr. Giorgi for attending. Mr. Giorgi stated that it was an honor to be invited to the meeting and expressed his recognition of the fine VCOS accomplishments to include the Paul Sarbanes CFSI award.

The annual VCOS meeting will be held on August 25, 2022 at 1330 hours. All Board members need to bring their Class A uniform.

### **Staff Update**

Kevin McGee, Staff Liaison

Mr. Bill Rehkopf was hired as the Director of Communications and Marketing.

### **Old Business**

Chief Windisch reported that the proposed bylaws changes are on the ballot for the VCOS 2022 election. The proposed change that would remove an officer if charged with a crime was not accepted by the CBR Committee and therefore removed from going forward to the IAFC Board of Directors. Adoption of the revised bylaws will occur at the annual VCOS meeting at FRI if approved by the membership.

## New Business

Chief John Buckman stated the FROG program needs to be revised with new up to date material.

**MOTION: 13 May 2022-03**

**Motion made and seconded to authorize the renewal of John Buckman's (Training Associates, Inc.). Motion carried.**

**YANCEY/COLLINS**

Chief Windisch informed the group that the Winter Quarterly VCOS Newsletter was published late and the listed department for Chief Catrambone was not his current one. Chief Flynn will discuss the interests of the Board with Chief Rush to include adding a step for Board review the newsletter content prior to publication.

**MOTION: 13 May 2022-04**

**Motion made and seconded to approve independent contractor contracts are to be approved by the Board of Directors before they are executed, and renewal contracts are approved at the November board meeting. Motion carried.**

**YANCEY/COLLINS**

**MOTION: 13 May 2022-05**

**Motion made and seconded to approve \$200.00 donation to the IAFC Foundation in President Ken Stuebing's name. Motion carried.**

**WINDISCH/COWGER**

**MOTION: 13 May 2022-01**

**Motion made and seconded to approve Resource Coordinator job description with the added language to produce the Monthly Chair publication. Motion carried.**

**YANCEY/COWGER**

Discussion to encourage nominations for the Fire Chief of the Year award for both Volunteer Chief of the Year and Career Chief of the Year. Only volunteer chiefs who do not receive compensation are eligible for the Volunteer Chief of the Year Award.

For the good of the order, the meeting ended at 1129 hrs CT.

**Minutes submitted by:**

Mr. Kevin McGee  
Interim VCOS Staff Liaison

Fire Chief Chuck Flynn  
VCOS, Chair

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