



Volunteer & Combination Officers Section of The International Association of Fire Chiefs

4025 Fair Ridge Drive • Fairfax, VA 22033-2868 • Tel: 703/273-0911 • www.iafc.org



Officers Section

VCOS Board Telecon April 10, 2014

Minutes

Called to order: 4:02 p.m.

Present: Chief Timothy Wall, Chief Dan Eggleston, Chief Ted Lowden, Chief Jim Wilson, Chief Shane Crutcher, Chief Randy Larson, Chief Fred Windisch, Chief Jim Seavey

Absent: Chief Dave Fulmer, Chief Mike Vaughn

Staff: Ms. Kelly Ameen, Ms. Sharon Baroncelli

Welcome and Agenda Overview - Chief Wall

Chief Wall thanked everyone for being on the call. The minutes from the March 13 call were reviewed.

Motion by Chief Crutcher and seconded by Chief Seavey to approve minutes from the March 13 board call as submitted. Motion carried.

Safety, Health, and Survival Section Partnership Opportunities – Ms. Baroncelli and Chief Eggleston

Ms. Baroncelli reported that Health and Safety Week will be June 15 – 21 this year. It is a joint initiative between the IAFC and the NVFC. The theme this year is "Train like you fight!" Logos, press releases, and other resources are available at: <http://safetyandhealthweek.org/>. "Training Tuesdays" will kick off in May, and webinars will start in June. Ms. Baroncelli thanked VCOS for their support of this effort and encouraged the board to continue to spread the word.

Ms. Baroncelli also mentioned that iWomen is appreciative of the partnership with VCOS. She thanked Chief Larson for being at the iWomen's conference in February. She reminded the board that iWomen has offered two VCOS members free membership in iWomen. Let her know who those memberships should go to. She is assuming Chief Larson will be one and then VCOS needs to choose someone else as well. This will be an item for discussion at the May board meeting.

Chief Eggleston explained the concept behind the best practices paper on volunteer POV responses which is still in the preliminary stages. This idea came from the Tampa 2 meeting where it was mentioned that 31% of volunteer LODDs involve POV responses. Chief Eggleston spoke with Chief Goldfeder of the Safety Health and Survival Section about

partnering with VCOS to work on this best practices document. Chief Eggleston asked the VCOS board for their feedback. Everyone agreed that this is a worthwhile effort and project. Chiefs Larson and Crutcher would like to be involved in the development of the document. Chiefs Crutcher and Seavey suggested getting the NVFC involved as well. It can be mentioned to the NVFC when the VCOS board meets with them in May. Chief Windisch suggested also involving VFIS as they may have some good resources. Chief Eggleston did mention it to Mr. Jenaway while at Tampa 2. Chief Seavey is currently at FDIC representing VCOS at the VFIS booth and will also talk to them. Chief Eggleston will create a scope of work and timeline for the project in time for the May board meeting. He will form a group to work on the project and they will have conference calls and create a draft. It would be great if a draft (or even final version) was ready in time for FRI. It was clarified that this will be a best practices document and not a position paper. Although, a position paper could be developed that encourages departments to regularly review/evaluate their POV policies.

VCOS 2014 Budget Update – Chief Windisch

Chief Windisch and Ms. Ameen had a call with the IAFC's controller, Ms. Laura Sieders, regarding VCOS' 2014 budget. She is working to accommodate VCOS' request for additional account codes for tracking purposes for various projects like ISO, FROG, etc. Hopefully by next year IAFC will have a new server for more advanced financial software.

The profit from last year's symposium is between \$60,000-\$75,000. The IAFC Conferences and Finance Departments are finalizing the exact amount.

Chief Windisch reminded everyone to use the 2014 expense report form and to only send invoices and expense reports to him. He will then get them to Ms. Ameen for processing after he has reviewed them.

VCOS Elections Committee Update

The election schedule is as follows:

- 4 seats are up – 3 for three-year terms, 1 for a one-year term
- Names need to be submitted by May 1st
- Names confirmed for ballot by May 7th
- Ballots ready to go by June 1st
- Results into election committee by July 1st
- Made official at annual meeting in August

The Elections Committee consists of Chief Florentino, Chief Donna Black, and Chief Chris Barron. An e-blast went out at the end of March announcing that people may submit their names to run for the open VCOS board seats. A reminder will also be included in April's Report from the Chair scheduled to go out next week. All election information is also on the VCOS website and has been posted to the VCOS Facebook page. Ms. Ameen is learning how to use the online election system to create the ballot and run the election.

Symposium Update – Chief Windisch, Chief Wilson

Ms. Jennifer Cooke provided an update on the hotel sleeping rooms booked versus still available. Online registration for the symposium is set to open the week of April 21st.

Chief Windisch reported that everything is looking good so far. The Symposium Committee is working on a list of speakers and topics for the event.

Chief Wilson inquired if the new venue helped with any cost savings this past year. Chief Windisch answered that it is hard to tell. However, the committee and IAFC staff watched how dollars were spent very closely which helped a lot. The new financial system will also help track this better in the future.

The symposium theme this year is "Taking it to the Streets." (The pre-conference theme is "Street Smarts.")

FRI 2014 – Chief Wall

The VCOS board is encouraged to attend the IAFC business meeting on Thursday 11 a.m. until noon. VCOS board members should also attend the division luncheons to represent VCOS. The division lunches are Thursday from noon until 1:30 p.m.

VCOS needs to decide when to have its annual meeting at FRI. At the last live VCOS board meeting in January/February it was decided that the best possible meeting times were Thursday from 2 until 3:30 p.m. or Friday from 8 until 9:30 a.m. Chief Larson stated that he'd only be able to attend the VCOS meeting if it was held on Thursday. That was fine with everyone else on the call so the VCOS annual meeting will be Thursday from 2 until 3:30 p.m. Ms. Ameen will let the IAFC conferences staff know the chosen time.

Chief Windisch will be involved with the general session at FRI. He will be part of a chiefs panel on catalysts for culture change. This panel is scheduled to be the last hour of the general session on Friday.

2014 Exhibiting Booth Schedule – Chief Wall

VCOS is planning to exhibit at the following conferences:

- April 7-12: FDIC - Indianapolis, IN (Seavey, Crutcher)
- May 16-18: Pennsylvania Fire Expo - Harrisburg, PA (Seavey)
- June 19 - 20: SEAFC Conference - Knoxville, TN (Eggleston, Cheves)
- June 20-22: New England Fire Chiefs Conference - Springfield, MA (Wall with NE Division)
- July 15-19: Firehouse Expo - Baltimore, MD (Wall and IAFC staff)
- August 13 – 16: Fire-Rescue International - Dallas, TX (All)
- October 20-24: Colorado State Fire Chief's Fire Leadership Challenge? (Larson)

Chief Wall encouraged board members to promote VCOS at state conferences, divisions, etc. Chief Crutcher mentioned that he may be at the SEAFC Conference as well. Chief Larson will put together a cost estimate for the Colorado event and send it to Chief Wall.

Communications Committee Update - Chief Fulmer, Chief Larson, Chief Crutcher

The Communications Committee had a conference call last month and their notes from the call were attached to the agenda. Chief Crutcher reported that the splash screen has been created for the app. He will be taking part in an app demo in a few weeks with the app

development company. Everything has been submitted for the May newsletter. They are now working to get articles for the next newsletter. Board member profiles are being featured on the VCOS Facebook page and KnowledgeNet. About two profiles will be featured each week. Send Chief Crutcher your bio if you have not done so already.

VISION Project – Chief Wilson, Ms. Ameen

Everything is still on schedule for the soft launch of the VISION website at the May VCOS board meeting. VCOS board members were sent the link of the current homepage content and design. Ms. Baker has solved some of the issues she ran into and next week Ms. Ameen and some of her co-workers will be trained on how to upload resources to the VISION site. Chief Parr did contact the lane leaders for lanes 4, 5, and 6 to get them to provide their outstanding work. Those lane leaders are working on their lanes now. Most, if not all, lanes should have resources up for the soft launch.

VCOS Labor Management Initiative within Volunteer/Combination Systems – Chief Vaughn, Chief Larson

A conference call was conducted last week to discuss this initiative. Chief Larson was on that call and stated that they are looking into how to best approach this. More information to come at the May board meeting.

Scholarships and Awards

The FRI scholarships will be announced in this month's e-blast. Information is already on the VCOS website and will be advertised via the newsletter, Facebook, etc.

VFIS has information on the awards at their booth at FDIC.

Training

A summary of VCOS trainings is below:

- First *You and ISO* class for 2014 will be in KY on May 17 (approximately 50 people are registered and revenue is close to \$3,000)
- BH&H: 3 classes conducted (PA, VA, SD), 10 more scheduled
- FROG: 1 class conducted in VA
- LTC: 1 class conducted in FL
- Webinars: VCOS used IAFC's Webex system for the first time in March. Next VCOS webinar: Thursday, April 24 at 7 p.m. EST

Chief Crutcher will be attending the You and ISO class in KY to welcome the group and speak about VCOS.

Chief Eggleston reported that the VCOS webinar using the IAFC's platform went really well last month. IAFC staff made it very interactive by live tweeting and adding to the chat area. Chief Grady made a wonderful presentation.

CFSI

CFSI will be April 30 – May 1 at the Washington Hilton in Washington D.C. VCOS will have a table at the dinner.

Assistant Chief Byron Smith (KY) will be the volunteer representative at the National Fire Operations Reporting System Stakeholders meeting being held at CFSI. He was recommended by Chief Crutcher and is from his department. A copy of the invitation was attached to this agenda to provide background on the meeting.

May Board Meeting - Chief Wall

The VCOS May board meeting will be May 2 -3 at Fire-Rescue Med in Arlington, Virginia. The tentative schedule is as follows:

- Arrive Thursday or Friday morning
- Friday: Meeting starts around 12:30 p.m. (NVFC meeting and dinner following)
- Saturday: Meeting from 9 a.m. to 6 p.m.
- Depart late Saturday or on Sunday

Don't forget that reports for the board packets are due to Ms. Ameen by April 18. Thanks to those of you that have already provided them.

20th Anniversary Ideas

One thousand commemorative coins have been made and board members will get to see them at the May board meeting. The tag line for the 20th anniversary is "Here to stay. Stronger than ever." Other ideas for the 20th anniversary include:

- FRI activities: give out coins at annual meeting, display a 20th anniversary banner at the booth
- Symposium activities: special members-only reception (give coins out there) and have cake with the VCOS logo, 20th anniversary banner at booth
- Publicity: On Scene article, Facebook and website announcements, Newsletter on VCOS history for the 20th anniversary

We will discuss these ideas more at the May board meeting. Chief Eggleston will let the IAFC board know about VCOS' 20th anniversary and associated activities.

Roundtable and Committee/Project Updates

Chief Wall: The SAFER grant that IAFC submitted that included support for the VISION project was not approved.

Chief Seavey: We need to discuss the guidelines for distributing the 20th anniversary coins. Congratulations to Chief Lowden for his position of International Director for the Eastern Division. Chief Seavey suggested that VCOS donate symposium scholarships to the NVFC's silent auction again this year. It was well received last year. Chief Wall did tell Ms. Heather Schafer that VCOS would do that again. Chief Windisch suggested that we also pay for some

travel expenses. The group agreed to pay for two nights of hotel in addition to the symposium registration cost.

Chief Eggleston: He will send out a position paper to VCOS that the IAFC board was asked to review. He is hoping to meet with Senator Warner during CFSI and prior to the VCOS board meeting in May. He'd like to give him one of the 20th anniversary coins in appreciation for his work on the ACA issue. It was suggested that perhaps a coin on a plaque would be best. He will check with IAFC government relations staff to make sure that is allowable. Ms. Ameen mentioned that we are also inviting Senator Warner to the VCOS board meeting on Friday.

Chief Lowden: He will be at CFSI and will be sitting at the VFIS table.

Chief Larson: He submitted the necessary paperwork for re-election to the VCOS board.

Chief Crutcher: He inquired on what will happen to Chief Lowden's seat since he needs to vacate it due to his new International Director position for the Eastern Division. Chief Wall explained that in this year's election there are three seats up for three-year terms and one seat up for a one-year term (Chief Lowden's seat). The top three vote-getters will have the three-year terms while the person in fourth will get the one-year term.

Adjourned: 4:56 pm