



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



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VCOS Board of Directors Meeting

**November 13, 2016
1-5pm
Waters Edge of the Hilton
Clearwater Beach, Florida**

Minutes

Present: Chief Donna Black, Chief Jason Catrambone, Chief Norvin Collins, Chief Dan Eggleston, Chief Charles Flynn, Chief Randy Larson, Chief Ed Rush, Chief James Seavey, Chief Timothy Wall, Chief Fred Windisch

Members and Guests: Mr. Skip Gibson, Mr. Joe Giorgi, Chief Ron Cheves, Chief Chris Christopoulos, Mr. Cameron Lewis, Dr. Bill Jenaway, Mr. Ed Mann, Mr. Scott Beecher, Mr. Dan Seidberg, Chief Al Gillespie, Chief Mike Varney, President John Sinclair, Chief Kevin Cooney

Staff: Ms. Kelly Ameen, Mr. Spencer Cheatham, Ms. Sara Stehle

The meeting started at 1pm.

Introduction and Welcome of Guests – Chief Timothy Wall

Chairman Wall started the meeting and welcomed all board members and guests.

Updates from IAFC Conferences Staff – Ms. Sara Stehle

Sara Stehle reported that about 700 people were here at Symposium in the Sun. Profits are looking about \$50,000 for this year. We spent more on speakers this year. We are still compiling official numbers. The hotel has been great to work with. We have a contract for 2017 and 2018 at the Hilton and then we will have to do a new contract. We will send the RFP to the Hilton and the Wyndham Grand. Sara did a tour of the Wyndham and the property might not meet our needs. We have picked dates for 2019, 2010, 2011. We should aim to get a contract in place by July 2017.

Chief Windisch reported that the Symposium Committee met and wants to eliminate the name pre-conference and make the whole conference Thursday-Sunday. They talked about not doing Sunday, but then we would have to deal with hotel attrition for this contract. Having the conference start Thursday would bring in more revenue. There were very few glitches this year with Symposium in the Sun. Certificates will be online and announced in the post-attendee email. We are looking at technology for certificates to keep track of sessions, etc. The committee is considering moving vendor venue to the beach. Exhibitor applications will go to Dan and Fred to review. Future dates are:

- 2017 - Thurs. 11/9 – Sun. 11/12
- 2018 – Thurs. 11/8 – Sun. 11/11

Chief Collins reported on Symposium in the West which is May 5-6, 2017 in Reno. They are considering some type of focused leadership training the day before, but it will not be called a pre-

conference. There was discussion on whether or not to do leadership training the day before. Some said it might be better to wait until 2018 to launch that. Others thought it could be a good idea and bring in more money since we could charge extra for that day. For example, Symposium in the Sun pre-conference is an extra \$90/person. President Sinclair suggested partnering with the Safety Health & Survival section to do something that day before. Chief Collins will discuss this with the committee. The board agreed to give the VCOS Executive Committee the power to make the decision on whether or not to have a leadership training the day before. This decision is needed by December 15. Registration for Symposium in the West is open now. Chief Collins and the committee are working on session speakers and topics. Some suggestions were wildland, EMS, and hazmat.

The committee is recommending Phoenix for 2018 & 2019.

Sara reported that the Embassy Suites in Phoenix looks like a great option. They have waived the meeting room rental fee if we do \$6,000 in food and beverage, which we will hit. Breakfast is included each day and there is a manager's cocktail reception every night. They've provided a good hotel night rate as well.

Motion by Chief Collins and seconded by Chief Seavey to have IAFC staff move forward with the VCOS Executive Committee for a contract for Phoenix for Symposium in the West 2018 & 2019. Motion carried.

Chief Collins is discussing vendor involvement with Symposium in the West with the committee. Dr. Jenaway said to talk to vendors like VFIS for observations. Dr. Jenaway will talk to Mr. Dan Seidberg about some ideas. The goal is to give more visibility to vendors at Symposium in the West compared to last year.

Points of Light - Mr. Cameron Lewis

Points of Light's website is <http://www.pointsoflight.org>. They help millions of volunteers change the world. They mobilize people to take action on the causes they care about through innovative programs, events and campaigns. Points of Light is creating a culture of volunteerism, one that celebrates the power of service. Mr. Lewis is on the council for the IAFC's national SAFER grant.

Mr. Lewis reviewed Points of Lights' programs, resources, and trainings. One idea is for VCOS to reach out to big companies that are good with marketing like Pepsi to help with recruitment for volunteers. Points of Light has programs to help facilitate that. There is a jobs board on AmeriCorp that the fire service could post on for volunteers. Mr. Lewis is willing to write newsletter articles as well.

Mr. Lewis discussed the Presidential Volunteer Service Awards that the pilot departments will be doing. IAFC is an authorized approving agency now of the awards. There is also the Daily Points of Light Award. In the past it has been given out a few times to people in the fire/emergency services. We could potentially recognize someone with it at one of the VCOS conferences.

They have a training series made up of the following components: understanding volunteering, planning for volunteer engagement, recruiting and placing volunteers, orientation/training, supervision, and evaluation. They will be rolling it out to some of the pilot departments of the IAFC National SAFER grant. They also offer a volunteer management platform called All for Good. Points of Light has been involved with the NVFC on their recruitment campaign.

Points of Light promotes days of service such as Make a Difference Day, Family Volunteer Day, MLK Day, and National Volunteer Week. They have a toolkit for volunteer week. They also are involved with the 9/11 Day of Service and National Preparedness Month. They hold a National conference in June in Seattle. It is the largest conference for civil service folks. VCOS could consider having a booth there.

IAFC Update - President Sinclair

Congratulations to VCOS on an outstanding conference. This may be a record for attendance. VCOS is great at developing partnerships. With the change in administration, the IAFC may need help with advocating for AFG/SAFER and USFA funding. We will need all hands on deck for this issue. Make sure to take advantage of CFSI and have meetings with your elected officials then. VRIPA may get done in the lame duck Congress. Vice President Elect Pence seems to be a supporter of the fire service.

FirstNet – Chief Al Gillespie and Chief Mike Varney

Chief Gillespie is now a private consultant working on a project with AT&T. There is an RFP for FirstNet out now. Once everything is finalized, governors must decide within 90 days if their states will opt-in or opt-out. There are some other interest groups encouraging states to opt-out, but for the fire service we should encourage states to opt-in. The IAFC board is talking about this and putting out a statement about supporting FirstNet. Each state has a primary contact. We should identify troubled states and help them where we can. We need to better educate and explain to the fire service about FirstNet. There is a lot of confusion and misinformation out there. The VCOS Communications Committee can help get the message out. Make sure state fire associations are involved. Chief Mike Varney gave a summary timeline and background information as well. There may be an opportunity for a VCOS talk at Symposium in the West.

CPSE Commission on Professional Credentialing – Chief Christopoulos

There are a couple of live meetings a year and monthly conference calls. They discuss the various applications. There are 1,880 designees total as of October. They did revoke two recently due to code of conduct. CPSE had a booth here and they were pleased with booth traffic and had good conversations. CPSE plans to come back each year VCOS will have them. They are working on a newsletter article about the credentialing process. As we've discussed in the past, costs and the process can be a deterrent for volunteers to apply. How can VCOS help market? Is it worth it for VCOS to give a stipend/scholarship for a volunteer to get their credential? There were some scholarships before through CPSE. **Action item: Chief Christopoulos will look into scholarships available now and see if we want to do anything.** We can promote the scholarship program. How many designees are from volunteer/combo departments? Chief Christopoulos' department budget sometimes can cover his attendance at Symposium in the Sun to represent CPSE.

Chair's Report – Chief Wall

Motion by Chief Windisch and seconded by Chief Flynn to approve the minutes from the October board call. Motion carried.

CFSI is April 5-6. We will get a table with 10 seats for \$3,500. We submitted a recruitment and retention presentation which will have presenters from VA and CT VWS and also VCOS.

Division Chief Emily Hughes was appointed to attend the EMS/AMR meeting here at Symposium in the Sun. The board was given her biography.

Chief Steven Singer and Chief Tim Whitham were submitted to FEMA as potential AFG reviewers. Timing of the peer reviews may change due to the new administration.

Chief Wall provided a copy of the Section Working Group draft report. Any feedback is due by the 18th. Recommendations from the report are not to make any major changes.

Succession planning for the VCOS board will be discussed under new business.

Vice Chair's Report – Chief Flynn

Chief Flynn submitted a written FYI only report for the NVFC SAFER project and IAFC Helix.

Step Up and Stand Out Program: Kidde has committed to partnering with VCOS for next year and are working on the details. Assistant Chief Love was presented the award as the grand prize winner here at Symposium in the Sun.

There was a Yellow Ribbon Report meeting on Wednesday which had about a dozen people there. Chief Buckman facilitated. Chief Flynn read the draft position statement out loud. The committee will review and finalize it for the December meeting. There was a motion to approve the Yellow Ribbon position paper with the VCOS Executive Committee making any editorial changes and then they can submit it to the IAFC board. There was agreement not to have to get the full VCOS board to review it again. There was discussion on the motion on whether this should be a resolution or a position statement. President Sinclair suggested submitting a position statement. It should be edited because it reads more like a resolution right now. VCOS should collaborate with Safety Health and Survival on the position statement.

Motion by Chief Seavey and seconded by Chief Larson to have the Yellow Ribbon report committee and the VCOS executive committee revise the existing position statement and then submit it to the IAFC board. Motion carried.

The mental health session we did here at Symposium in the Sun and at West would be great at FRI. **Action item: Chief Black will bring it up with the FRI Planning Committee.** However, if we move forward with that session, we need to have support for those affected by presentation and bring in chaplains, have access to a hotline, etc. Pierce agreed to give \$10,000 from the Pierce initiative to this project. We need to have the Pierce logo on the final document. **Action item: Chief Collins will work on how to change that in the budget.**

International Director's Report – Chief Eggleston

IAFC has compiled a list of potential presidential appointments. The FSTAR Physicians Guide launched here at Symposium in the Sun. It has already been downloaded thousands of times. There is a live IAFC board meeting coming up in Fairfax in a few weeks. The Division and Sections taskforces will report out. Chief Eggleston worked on a code of ethics which will be brought to the IAFC board in December.

Secretary-Treasurer's Report – Chief Collins

Chief Collins provided a written budget update. There is more than expected income in the Pierce fund and section general dues. We are under budget in expenses everywhere which is good news.

Updates from our Friends and Supporters

Thanks to friends and supporters for partnering with VCOS on the awards and for being here. We will talk more about awards at the February board meeting.

A few supporters commented that the spouse session was well attended and VCOS should do it again.

Action item: For the February board meeting, have award timelines, marketing, and guidelines prepared. Standardize templates for consistency on letters to winners and those not selected.

Leading the Transition – Chief Cheves

Chief Cheves reported that there was a face to face meeting in CT in April to update the program. Six committee members were there. No courses were given this year. There will be a class in NC in January. They have added new committee members and hope they will be able to do outreach to get more classes. Chief Collins did put 6 classes in the 2017 budget. **Action item: Chief Cheves will get Chief Black the updated presentation.**

NFFF – Chief Cooney

Chief Cooney commented that this was a great conference. He represents VCOS on the NFFF board. He is looking to get feedback from VCOS on what is important and what messages/ideas he can carry

forward to NFFF. One idea was to have a breakout session at Symposium in the Sun of what NFFF does. VCOS can help market the different NFFF programs. We should use the VCOS newsletter to highlight committees VCOS is represented on like NFFF and share what they do and any important news. We can potentially do an NFFF article or VCOS talk for next year. We should highlight the escort program and get more people involved. Chief Wall went to represent VCOS at the NFFF Memorial Weekend this year.

Bylaws & Election – Chief Timothy Wall

Any changes to VCOS bylaws are needed around February 1, 2017. The terms of office ending in 2017 are: Chiefs Flynn, Collins, and Larson.

Motion by Chief Collins and seconded by Chief Flynn to appoint Chief Joe Florentino as the Elections Committee Chair. Motion carried.

The elections timeline needs to be moved up due to the IAFC going to a single ballot for the IAFC and section elections. The timeline will be on the December call agenda. Candidates are due by March 10. Candidates can send in their interest between February 1-28. We will make sure to do e-blasts with this information.

Symposium in the West and Sun Committees – Chief Collins, Windisch, Wall

We are transitioning individuals on these committees to get new people involved. Chief Wall talked to both committees. Chiefs Rich Cowger and Heather Burford will be on the Symposium in the Sun committee. Chief Wilson will now solely focus on Symposium in the West. Chief Holman will do one more year and then step off. There are two members that are on both committees, Chiefs Buckman and Buchanan.

VCOS 2017 Booth Schedule (tentative)

Here is the tentative booth schedule for 2017:

- New York Chiefs: June 14-17 in Verona, NY
- FDIC: April 24-29 in Indianapolis, IN
- FRI: July 26-29 in Charlotte, NC
- Firehouse Expo: Oct. in Nashville, TN
- Symposium in the Sun: Nov 9-12 in Clearwater Beach, FL
- Others?

Exhibiting Task Force – Chiefs Seavey and Collins

Chiefs Collins and Seavey will discuss the booth and meet with Kelly in December. We need more distribution nationally in terms of the conferences we attend and exhibit at. We should look into the Northwest Expo, etc. iamResponding and Ward Diesel are distributing VCOS information at conferences they attend as well. We should evaluate how to better use our partners. **Action item: Look into getting a velcro logo or flag or something with the IAFC-VCOS logo that vendor partners can display at their booths showing they are a partner.**

2017 VCOS Board Meetings – Chief Wall

- February 10 & 11 (come in Feb. 9 and leave Feb 12)- Houston, Texas (Host Chief: Windisch)
 - Thursday – visit local FD
 - Friday – Meeting at Shell downtown and then dinner (Gweneyette)
 - Saturday – Meet at Ponderosa FD
- Symposium in the West May 5-6 with board meeting on Thursday, May 4

Communications Committee – Chiefs Rush, Black, Larson

The dates and timeline for newsletters have been established. We will work to highlight the various committees VCOS is involved in. Crutcher pre-loaded everything in the Symposium in the Sun app. Sara and Chief Black updated it on-site as needed.

We need a tech savvy person on the committee. We have been updating social media on a regular basis. **Action item: The committee should contact IAFC Communications and Digital Center staff - Tim Hopkins and Jim Philipps.** The next newsletter will focus on Symposium in the Sun.

Kelly gave an update on recent website statistics.

Can Chief Eggleston have an endorsement for his IAFC 2nd VP candidacy on the VCOS website? **Action item: Chief Wall or Collins will find out and report on December call.**

Beyond Hoses and Helmets – Chief Render

Chief Render is retiring but wants to stay involved. Student counts are lower the past few years. We should charge a refundable deposit fee at the beginning for all courses.

Motion by Chief Flynn and seconded by Chief Windisch to charge a refundable deposit of \$300 for all VCOS classes. Motion carried.

Action item: Chief Windisch will pick a date of when the minimum number of attendees needs to be hit by.

Combination Fire and Emergency Service Organizations Committee (CESO) – Chief Struble & Chief Larson

Action needed:

1. Approve in concept that VCOS will offer a service onsite to help combination departments improve communications, breakdown historic barriers, set goals, and focus on their public safety mission when requested by combination fire departments who are having difficulties in day to day operations.
2. Approve and fund one face to face meeting of the CESO team to work on details of onsite service delivery model.

LEC is still the name and not CESO. **Action item: Chief Larson will explain that to Chief Struble.** They'd like to do a 1.5 hour workshop at FRI. They are requesting doing 2 beta testing classes of the program. Departments would be required to match 50%. They are working on a committee for train the trainer. This program has been in the works for 2 years. They had a face-to-face meeting here at Symposium in the Sun a few years ago. They are getting a tactical committee together to implement and train. We need to get the product out there.

Motion by Chief Flynn and seconded by Chief Eggleston to fund up to \$25,000 for this project to include both beta classes. Motion carried.

Cancer Alliance – Chief Seavey

Chief Seavey provided an overview of the alliance and more details. His write-up could be a good On Scene or VCOS newsletter article. He went through the definition and accomplishments of the alliance.

Should IAFC fund part of the participation in the alliance and not just VCOS? The Cancer Committee needs to be expanded as there seems to be interest from other VCOS members.

IAFC National SAFER Grant

There will be a wrap-up meeting in 2018 with a date and location TBD. The VCOS board complimented IAFC staff on a great meeting with the Council and Pilot Departments on Friday.

FLSA Toolkit – Mr. Ken LaSala

Mr. LaSala sent an outline for what could be included in the federal regulators toolkit. We still need a cost, but the VCOS board agrees with the concept.

Dr. Jenaway is trying to set up a meeting with Sean Carroll about this issue as he has been getting more and more questions on it. He gets 2-3 questions a week now. Have Ken LaSala talk to Dave Finger and Sean Carroll. Also Dr. Jenaway has been receiving questions on SAFER grants and he talked to Kevin Piatt while at Symposium in the Sun.

Membership Report – Chief Wall

VCOS membership numbers as of October 2017: 2,383 total members, 1867 regular members, 68 associate members, 64 departmental members, 135 affiliate members, 16 past president members, 228 life members, 5 electronic members

Cathy Feyh was here at Symposium to get new members. 25-35 new members are interested in joining VCOS after chatting with her.

Additional Submitted Reports

The following reports were submitted for information only:

- You and ISO – Chief Curl– Chief Windisch reported that the Austin, Texas class went well. The PA was cancelled. There will be a class in WY in April. There is an Anaheim meeting in Feb.
- PPACA Taskforce – Chief Whitham
- NACO – Chief Singer
- Homeland Security Committee – Chief Richards
- NFFF Advisory Committee to the Board – Chief Cooney
- Bullying in the Fire Service – Chief Larson: Looking for research and articles on the topic. Send any information to him before Thanksgiving.
- NFPA 1720 - Chief Render
- Webinars – Chief Oprandy
- National Firefighter Near Miss Program/Insight 360 Event Reporting Tool - Dan Kerrigan and John Russ
- Council for Future Volunteer Firefighters – Chief Black
- FRI Planning Committee – Chief Black
- NACOSH workgroup – Chief Tobia (see separate attachment)
- Get Checked Campaign – Chief Black: Raised \$4,200 in sponsorships for the shirts. Balance is a little over \$1K. FSTAR paid for shipping and might be able to do the logo. There is another project in the works for FRI.

Motion by Chief Windisch and seconded by Chief Collins for VCOS to pay the remaining balance of a little over \$1,000 for the Get Checked shirts. Motion carried.

New Business

Start to think about ideas for the VCOS 25th anniversary in 2019.

Also think about VCOS board and staff succession planning.

We need a VCOS representative for an ISFSI Fire Prevention and Safety grant project focusing on basement fire research. **Action item: We need the recommendation by December 2.** The board gave Chief Wall permission to submit a name. If there are multiple people interested, he can confer with the VCOS Executive Committee.

We should consider working with Points of Light to recognize someone with one of their awards and have them come to Symposium in the West or Sun.

Should there be a Combination Fire Chief of the Year Award? The VCOS board thinks it is a good idea to look into. We may need to define the size of the department. **Action item: Chief Eggleston will talk to Mark Light. Chief Windisch will talk to Pierce.** We will see if there is interest and then VCOS can help draft the criteria.

We should look at the committee list as we think about succession planning. Everyone needs to do a personal inventory of what we are doing.

The Firefighter Cancer Support Network's Gala recently was cancelled due to presidential protests.

Motion by Chief Collins and seconded by Chief Flynn to make a \$500 donation to the Firefighter Cancer Support Network. Motion carried.

Old Business

VISION: The national pilot program departments are using VISION. We should take a fresh look at VISION in February. IAFC is launching a new website and will be using VISION as framework for organizing the volunteer resources eventually.

Since the Diversity report did not get traction, the new recommendation is to create a poster with the top 10 things to do for better diversity and inclusion.

Motion by Chief Eggleston and seconded by Chief Flynn to get consensus from the Human Relations Committee and the IAFC and move forward with the diversity poster concept. Motion carried.

Roundtable

Catrambone: His cousin passed away at age 45 from a heart attack as a firefighter a few weeks ago. Shows that we need to continue to focus on firefighter health.

Eggleston: Working hard on his IAFC 2nd VP campaign.

Black: The NC winter conference is before the February board meeting. She will be going to talk to many departments there and build relationships.

Larson: His son will be starting at Amarillo Fire Department very soon.

Flynn: He shared his father's eulogy.

Motion by Chief Collins and seconded by Chief Seavey to adjourn. Motion carried.

The meeting ended at 5:28pm.

The next call is 12/14 at 4pm ET.