



## 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



**VCOS Board Teleconference  
Wednesday, August 16, 2017  
4 p.m. Eastern/3 p.m. Central/2 p.m. Mountain/1 p.m. Pacific  
1-866-809-4014  
Passcode: 4230611**

### MINUTES

Present: Chief Donna Black, Chief Jason Catrambone, Chief Norvin Collins, Chief Jim Cook, Chief Charles Flynn, Chief Randy Larson, Chief Ed Rush, Chief Timothy Wall, Chief Fred Windisch

Absent: Chief James Seavey

Staff: Ms. Kelly Ameen

The call started at 4:00pm.

#### **Welcome and Agenda Overview - Chief Wall**

The board reviewed several previous VCOS board call/meeting minutes.

**Motion by Chief Windisch and seconded by Chief Collins to approve the minutes from the April, June, and July call as well as the FRI annual meeting minutes. Motion carried.**

#### **FRI Follow Up – Chief Wall**

Make sure to submit expense reports to Chief Collins (use 2017 version with .535 mileage rate). You must have itemized receipts with no alcohol charged.

Many people liked the networking at the NASCAR Hall of Fame. The board enjoyed the Thursday night opening of the show floor. The Meet and Greet went well – good attendance and interaction. The meet and greet is worth doing again. It is a good way to work with state organizations.

In the future, we can have people register for the annual meeting in addition to the meet and greet so we have a better handle on numbers for the annual meeting too.

#### **Symposium in the Sun – Chief Windisch**

This year's theme is Building Leaders from the Ground Up. 245 people have registered. There are 4 open exhibitor spots. Overall, speakers are done but still fine-tuning schedule.

This year the conference will have some activities for partners like yoga on the beach, and possibly a session on mental health/stress and signs family members should be aware of. We

will have a dinner Wednesday night with IAFC officers, some staff and the VCOS board. Friends/supporters dinner with the board will be Sunday night. We are considering the Mexican restaurant by the Hilton one night.

Schedule – Come in Wednesday, Nov 8 by 4pm, leave Monday anytime. The board was sent a general schedule outline and more information is on the Symposium in the Sun website.

Send Kelly your flight itinerary and hotel check-in and check-out dates in the next 2 weeks.

Please help promote the awards/scholarships for Symposium in the Sun.

We invited Chief Larry Few who represents the Metro section on the IAFC board so he can learn more about volunteer/combinaton departments.

### **VCOS Committees**

- New appointments – complete by August 28
  - Open VCOS board seat (2-year term)
    - The VCOS executive committee had a call to discuss this. There is nothing in writing on an official criteria/process for selection.
    - No one from Eastern or New England divisions is eligible.
    - The board received a list of potential names from past candidates, award/scholarship winners.
    - A draft criteria list was sent to the board. According to the bylaws, we have 60 days to fill the position which is appointed by the chair with input from the board. Chief Collins reviewed the criteria/traits list and there were no objections to them from the board. Chiefs Collins and Rush will use that criteria to narrow down the list to 3-5 people and then there will be a call with the full VCOS board on August 24 at 1pm ET. If you have another person in mind not on the initial list, then send their name to Chiefs Rush and Collins by noon this Friday. The final candidates will have to answer some interview questions as part of the selection process.
  - Program Planning Council
    - VCOS recommendation goes the Program Planning Committee
    - Monthly conference calls
    - Face-to-face meeting at FRI each year
    - Fall Program Planning Meeting in Oct or Nov each year
    - Chief Ken Richards represents VCOS on the Program Planning Committee
    - VCOS pays for this person. Send any names to Chiefs Black and Wall by Wednesday next week. Chief Wall will come back to the board with the recommendation before that person is appointed. We need someone forward thinking and interested in planning curriculum. Chief Shane Crutcher was suggested.
- Webinars: Division Chief Scott Lambert, Albemarle County Fire Rescue, [slambert2@albemarle.org](mailto:slambert2@albemarle.org)
- Requesting information from all committee/project leaders on terms, budgets, etc. Email being sent to them. Want to make sure they are doing regular reports, etc. Budgets are due this month. The Federal regulators toolkit project will need about \$6K (special project).
- Chief Rush has a few people interested in getting involved with VCOS. He will call them.

- The board will be given an updated committee list by November.

### **Communications Committee – Chief Rush**

The next newsletter is going out in the next few weeks.

IAFC On Scene – the November edition focuses on volunteer/combinaton department issues. VCOS needs to submit 2-3 “thought leadership” articles. These are due by September 15. Send them to Chief Rush. If you are interested in doing an article, let Chief Rush know your topic and when you will get it to him by.

### **Old Business**

- Fire Service Occupational Cancer Alliance (FSOCA) – (see attachment). There was a recent call with some VCOS cancer committee members and NFFF. The cancer symposium is coming up in September.
- Interim Chief Guide suggested by Mark Light
  - Will reach out to EFO section as well
  - What is difference between this and the volunteer chief handbook that National SAFER grant team is working on? This would be a shorter checklist and not as thorough. It is specific to an acting/interim chief. There may be some overlap, but overall they are different.

### **New Business**

We are looking into having the February 2018 board meeting in Canada. We could fly into Detroit and then drive to the meeting location in Canada. Potential dates are Feb 1-4 or Feb 8-11. The VCOS board decided to go with Feb 8-11 which worked better for everyone.

### **Roundtable, Announcements, Committee/Project Updates**

Cook – Added to the Communications Committee

Ameen – Reminder to book your Symposium in the Sun flights and send me your itinerary and hotel needs. Asked a question about award eligibility. Board members can't be eligible for department or individual awards (Buckman, R&R, Injury-Illness Prevention, etc.), but if a board member is from a single department within a bigger county system, the county can still apply.

Black – The IAFC board had a call last week. Nothing major to report.

Flynn – Bringing in a few people to Symposium in the Sun to talk about next steps/phase of the Mental Health project.

The call ended at 5:18pm.

The next call is September 13 at 4pm ET.