



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



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VCOS Board of Directors

November 9, 2014

**Hilton Clearwater Beach, Florida
Mandalay Room**

AGENDA

Board Members Present: Chief Jason Catrambone, Chief Shane Crutcher, Chief Norvin Collins, Chief Dan Eggleston, Chief Charles Flynn, Chief Randy Larson, Chief James Seavey, Chief Tim Wall, Chief Fred Windisch

Board Members Absent: Chief Mike Vaughn

VCOS Members: Chief Ken Richards, Chief John Buckman, Chief Brett Waters, Chief Kevin Cooney, Chief Ron Cheves, Chief John Oprandy

IAFC Board Members: Chief Keith Bryant

Guests: Mr. Joe Giorgi, Mr. Troy Markel, Dr. William Jenaway, Mr. Barry Balliet, Mr. Jeff Siegrist, Mr. Ron Oettel, Mr. Skip Gibson, Mr. Dan Siedberg, Mr. Scott Beecher

Staff: Ms. Kelly Ameen, Ms. Jennifer Cooke

The meeting started at 1pm.

Introduction and Welcome of Guests – Chief Timothy Wall

- Chief Wall started the meeting by welcoming everyone and thanking them for attending.
- IAFC President, Chief Keith Bryant, thanked VCOS for its great hospitality and conference. Success takes hard work. Congratulations on a job well done. Don't hesitate to call on him when needed. He is there to help and support VCOS.

Symposium Committee Report – Chiefs Windisch, Collins, Crutcher

- Ms. Jennifer Cooke provided 2014 Symposium results. Unaudited registration numbers show there were 604 attendees (all inclusive with vendors, speakers, and board members), 529 general attendees, and 8 people registered on-site. The cap was 520. Ten badges weren't picked up. Revenue is looking about \$205,000 from registration.
- Chief Windisch commented that the Symposium Committee did a great job focusing on the theme and getting speakers. They will start on the line-up for next year very soon. Chief Collins thanked everyone for their help.

- Chief Crutcher reported that most classes scored in the mid-80% on the app feedback feature. Over 300 people used the app daily, which is over half of all attendees. A total of 560 people downloaded the app.
- Chief Buckman stated that some constructive feedback was received, but that is expected. There were eight first time speakers this year. He suggested an electronic flip chart next year on stage. Overall, people were happy. He and the committee are working on the theme for next year. They wrote down a series of keywords and phrases to start the brainstorming process: what's next, where are we heading, what do I need to know to lead a fire department, how do leaders make a difference, flipping the fire service, performance, dimensions
- Mr. Seidberg stated the he didn't receive many complaints from exhibitors or attendees. He suggested that breaks be a little longer during general session as this would facilitate more interaction with the vendors. Dr. Jenaway noted some discontent with a few speakers that seemed to contradict each other. But, also stated that maybe that is alright as it sparks discussion. He also suggested having only one speaker in the morning of general session instead of two; they seemed rushed. Vendors liked the exhibiting area better this year. Registration went very well. He agreed that longer breaks would be good for vendor interaction.
- There was discussion on the maximum attendee cut-off. Consensus was to keep the cap at 520.
- We are currently in the last year of the contract with the hotel.
- Should the networking reception be held Thursday or Saturday evening? **Action item: Ask attendees on the survey for the preferred evening.**
- It will be Veterans Day when many arrive next year – maybe we should do something for that?
- Next year VCOS is hoping to decrease the number of on-site guides due to app. Vendors like to have the on-site guide so at least print some.
- Parking is still a concern for those that are staying off-site.
- Send potential speakers for next year to the committee.
- Don't make hotel reservations until the block opens up next year.
- A survey will go out to attendees and exhibitors.
- Next year's dates: Nov 12-15, 2015; Future dates on hold: 11/10 - 11/13/2016; 11/9 - 11/12/2017; 11/8 - 11/11/2018

Report from the Chair – Chief Timothy Wall

- The two candidates for IAFC 2nd VP are Chief Niles Ford and Chief Tom Jenkins. Sometimes VCOS endorses a candidate and sometimes it doesn't. VCOS wants to make an endorsement sooner rather than later. **Action item: This will be on agenda for the next call.** Chief Windisch mentioned that Chief Jenkins is aligned with what VCOS does. Chief Collins stated that both seem to be well qualified. There was some concern that Chief Jenkins didn't mention volunteer and combination departments during his speech at the Western Division luncheon at FRI. Chief Ford being from Baltimore might focus more on metro departments and it might be tough for him to balance the IAFC workload with being the chief of Baltimore. Chief Oprandy worked with Chief Jenkins on the FSTAR group and he brought up small volunteer and combination departments during discussions.
- The minutes from the October call were reviewed.

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

- The Firehouse magazine project is currently on hold.
- AFG evaluators for January 12-16 are needed and must be submitted by Monday. VCOS needs to submit two primary and one back-up. Chiefs Flynn and Catrambone expressed interest. Chief Eggleston mentioned that Chief Opett of New Kent, VA was also interested.

Motion by Chief Larson and seconded by Chief Collins to submit Chiefs Catrambone and Flynn as the primary candidates and Chief Opett as the back-up. Motion carried.

Action item: Chiefs Flynn and Catrambone will send the needed information to Ms. Carly Zoerb. Ms. Ameen will contact Chief Opett and get him to submit the required information.

- A list of the Firefighter Cancer Support Network new officers was included in the board packet.

Report from the Vice Chair – Chief Shane Crutcher

- NASCAR recap – It was an amazing experience. VCOS was mentioned through the Shell racing twitter feed. Next time we might want to reach out to the media and broadcasters. VCOS coins were given to local fire department members and the racing team.

Report from the Secretary-Treasurer – Chief Fred Windisch

- The latest financial report was included in the board packet.

Motion by Chief Flynn and seconded by Chief Catrambone to approve the financial report as submitted. Motion carried.

- Expense reports: No alcohol can be expensed. Make sure to use the latest 2014 version of the expense report. You must have itemized receipts showing what was purchased.
- Shell Pipeline partnership: Shell's \$5,000 donation to VCOS will be given to the Firefighter Cancer Support Network (FCSN). There will be a press release next week. It won't mention Shell because Shell wanted it that way. \$4800 was raised from the NASCAR truck lid raffle to benefit NFFF. Shell wants assistance in facilitating educational outreach to fire departments. Some VCOS board members met with Mr. Richard Miller of IAFC and they are working on it.
- The NFFF is working on a cancer summit. Chiefs Eggleston and Seavey want to participate. The group agreed to send both.

Report from the International Director – Chief Dan Eggleston

- Volunteer POV Response Best Practices: Chief Eggleston would like the board to approve the document and then he will reach out to SHS and the NVFC. He'd like to get it to the IAFC by December. There is some risk in sharing it before it is finalized, but it should be fine. The goal is to publish it in January. There was a suggestion to add take-aways and a summary of quick tips for implementation. VCOS might consider asking insurance companies to review and be involved (Provident, VFIS). Quick tips could be a poster. VFIS has a poster on the topic. Ms. Ameen sent a draft of the report to Provident and VFIS.
- Chief Eggleston has been sending the IAFC board reports to everyone. He is working to build his relationship with the other board members. Overall, the IAFC board is very supportive of VCOS. There has been discussion about the roles of the executive committee versus the whole board. There is a new focus on technology at the IAFC. This includes the new digital center and other

programs such as FSTAR.

- Some IAFC staff benefits were cut last year and it is his hope to bring those back.
- The next FRI will be in Atlanta then San Antonio and Charlotte.

VCOS Partners – Chief Timothy Wall

- Provident Insurance – Mr. Barry Balliet, Mr. Jeff Siegrist, Mr. Ron Oettel
 - They were pleased with the number of award submissions for the Buckman award this year. Mr. Siegrist will reach out to the other nominees and ask them to resubmit next year if we give him the names.
 - Provident thought it was a good idea to do another Symposium somewhere else in addition to this one.
 - They would like to keep the same booth space for next year.
- VFIS – Dr. William Jenaway, Mr. Troy Markel, Mr. Joe Giorgi
 - They would like to get more applications next year for the Recruitment and Retention award and the Safe Driving award. Making an online application could help. Board members need to encourage people to submit. Identify a few departments in your area that should submit. Find out what SHS is doing to advertise their VFIS award. Ask previous recipients to get people to submit and also ask past Symposium attendees. Quality of the applications this year were all really good. Keep a running list of people that have applied in the past and didn't win and email them directly.
 - Have a table in the breakout area for one day of Symposium with the award winners' policies or other resources that got them that award.
- TargetSolutions
 - Chiefs Crutcher, Flynn, Seavey, and Collins met with TargetSolutions while at Symposium. They are onboard with holding the VCOS board meeting in February. They also would like to do the Training Officer Award again next year. Overall they are happy with the relationship. Mr. Terry Monroe at IAFC is working on next year's agreement.
- ISO – Mr. Skip Gibson
 - There was a meeting with the ISO committee here at Symposium. Chief Curl has a few classes he is working on. **Action item: Add a question of the post-symposium attendee survey about future locations for classes.** It was suggested to target state organizations.
 - Some potential locations for 2015 include: Lexington, KY; Charlotte, NC; Lewistown, PA; Rapid City, SD; Phoenix, AZ; Salt Lake City, UT; Indianapolis, IN; and somewhere in MA, NV, and MN.
 - VCOS may be able to sponsor and pay for a few classes to get the word out.

2015 VCOS Board Meetings – Chief Timothy Wall

- February 5-8 in San Diego. Hosted by TargetSolutions. **Action item: VCOS will work with IAFC staff to get a hotel contract. Ms. Ameen will send an email about making flights.**
- April 30-May 3. Location TBD. One idea is to have the meeting in Emmitsburg to see the Fire Heritage Museum and possibly meet at the National Fire Academy. There are departments in RI and CT interested in hosting. Reno may be an option. Chief Seavey will get some information on Maryland possibilities. **Action item: Discuss this on the next conference call.**

Committee Appointments – Chief Timothy Wall

- Recent appointments/nominations:
 - Chief Randy Parr - IRS Advisory Committee on Tax Exempt and Government Entities (applied)
 - Chief Tom Kuntz – RESCUES Stakeholder Group (appointed). Chief Rich Cowger helped to get people to the RESCUES focus group here at Symposium. There were more attendees at this focus group than at FRI.
 - Chief Fred Crosby – NACo (renewed term)

- 2015 Committee List
 - VCOS needs a new Near Miss Taskforce representative. The group agreed to appoint the Emerging Leader Scholarship winner, Chief Dan Kerrigan. Chief Eddie Buchanan also expressed interest and was appointed.

VCOS Membership – Chief Timothy Wall

- Current membership as of October 2014 is 2,445.
 - 1976 Regular members
 - 72 Associate members
 - 65 Departmental members
 - 109 Affiliate members
 - 16 Past President members
 - 206 Life members
 - 1 Electronic member
- FRI Campaign Results
 - 41 new IAFC members, 11 which joined VCOS
- About 20 people filled out membership applications here at Symposium.

VCOS Educational Programs

- Beyond Hoses and Helmets (BH&H) – An update was attached to the board packet. Chief Larson may be interested in organizing a class. There is potential for several classes in Maryland through a SAFER grant. There are 16 classes budgeted for in 2015.
- Leading the Transition (LTC) – Chief Cheves reported there have been changes to the list of instructors. He many need to get some replacements for lost instructors. He will resubmit the proposal to present at Firehouse World and send it straight to Tim Sendelbach. Chief Cheves is looking to move around some course content to cater to different groups. There is a conference call coming up. He also wants to work with more state groups. There was a suggestion to not focus on big national conferences since the course content is more local specific.
- Fire Rescue Organizational Guidance for Volunteer Leaders (FROG) – bringing on 2 more instructors. Currently the instructors are Chiefs Buckman, Windisch, Buchanan, Kuntz, Seavey, Collins, Morgan, Novak, and they are adding Chiefs Pat Kenny and Devon Wells.
- You and ISO – Mr. Skip Gibson’s report was given earlier.
- Webinars
 - Need additional topics. Contact Chief John Oprandy: joprandy@albemarle.org; 434-806-8831
 - Potential ideas: Shell Pipeline educational course; recognizing and promoting awards & scholarships with sponsors; leadership – tie in award and scholarship winners, recruitment and retention
 - Already have webinars scheduled for December and January

Communications Committee Report –Chief Shane Crutcher, Chief Randy Larson, Chief Jason Catrambone

- The 20th anniversary publication will be mailed to every VCOS member with a marketing flyer of VCOS educational offerings and IAFC conferences.
- VCOS Newsletter- The next issue will be the 2014 Symposium issue. Mr. Mike Macdonald interviewed people while at Symposium and Ms. Joelle Fishkin will reach out to the award winners. **Action item: Ms. Ameen will provide the award winner information to Ms. Joelle Fishkin.**
- Articles for fire service publications and IAFC’s *On Scene* continue to be a focus.
- Social Media - The board is encouraged to share information on social media.
- Symposium App – Chief Crutcher reported statistics earlier.
- Discuss Firehouse magazine articles – We need to get more people writing articles. Chief Tim Sendelbach can help edit articles and craft them. They need new people to write articles and not the same people all of the time.
- Mr. Mike Macdonald talked to iWomen to help share some of their information.

VISION – Chief Randy Parr

- We received the first resource from outside of the project team.
- Others are encouraged to submit resources.

Bylaws & Election – Chief Timothy Wall

- Any changes to VCOS bylaws are needed by February 1.
- 2015 Election Committee – Send Chief Wall an email if you are interested.
- Terms of Office Ending in 2015 – Chief Jason Catrambone, Chief James Seavey, Chief Timothy Wall
- **Action item: At the February board meeting VCOS will discuss advertising that board positions will be open.**

VCOS Exhibiting Booth in 2015 – Chief Timothy Wall, Chief James Seavey

- Discuss forming a taskforce to determine locations
- Recommendations and improvements for the layout of the VCOS booth
- Schedule of locations with cost vs. benefits
 - <http://www.femsa.org/calendar.cfm> (Fire service shows in 2015)
- Put a question in the VCOS member survey to gauge the best places to go.
- What are we aiming to accomplish and how is it best to do that?
- **Action item: Chief Seavey will handle getting the taskforce together.**

Strategic Plan – Chief Timothy Wall, Chief Brett Waters

- A copy of the strategic plan was included in the board packet.
- The VCOS Executive Committee met with the IAFC Leadership and had a working group session here at Symposium. **Action item: Ms. Ameen will send Chief Waters her notes from that meeting.**
- The Strategic Planning committee met and discussed additional ideas. **Action item: Chief Waters will work to incorporate all of the comments.**

Transition Labor Management – Chief Randy Larson and Chief Buckman

- A forum was held here at Symposium.
- Thanks to Chiefs Buckman, Struble, Collins, Larson, Mr. Mike Macdonald and the rest of the committee for putting this together.
- There were 5 no shows, but also 5-6 walk-ins. It was a very interactive forum and overall was successful. VCOS may want to make it an annual event. Combination systems are starving for information from VCOS. The group will work on a draft paper by January. There needs to be a meeting with the labor side of the 23 chiefs that were at the forum. This meeting would be about \$10,000. The labor side needs to be included in this paper. This meeting could be in February or March. Try to get 10 out of the 23 labor/union presidents or representatives. One idea that came up was to come up with a list of 50 ways to thank your team members. The group looked at the Red Ribbon report and they are mainly the same issues. The Red Ribbon Report identifies the problems and now VCOS needs something with opportunities for solutions. This could be a course down the road. VCOS needs to come up with what the desired outcomes are of this. Chiefs Buckman and Larson will talk to the committee. **Action items: They will have an action plan by December 1 after talking to committee. Chief Wall needs to talk to the IAFC leadership about next steps.** Next year at Symposium, would it be part 2 with the same people or with a whole new group?

NVFC SAFER R&R Grant – Chief Charles Flynn

- A summary report and PowerPoint presentation from the last meeting was in the board packet.
- They need younger representation on the workgroup. The campaign should focus on getting younger members. This national campaign is funded through a SAFER grant for \$2.3 million over 3

years. Several national groups are represented on the workgroup. The project is in the research and planning phase right now.

VCOS Member Survey – Chief Timothy Wall

- 77 responses as of 10/31/14 and we will continue to advertise to get more responses.

Diversity Report – Chief Wall

- Chief Wall discussed this with Chief Shane Ray.
- Initial outline was submitted to Mr. Mike Macdonald and he will have an updated outline for the February board meeting.
- VCOS secured a \$5,000 donation from Pierce Manufacturing to finish this project.
- **Action item: This will be an agenda item for the December call.**

Additional Committee Reports

- Program Planning Committee and Planning Committee Council - Chief Ken Richards. We need to get more volunteer and combination topics in the executive and company officer classes. Overall at FRI, we need more focus and sessions on topics important to volunteer and combination departments.
- Terrorism and Homeland Security Committee – Chief Ed Richards. A report was included in the board packet.
- NFPA 350 (Safe Confined Space) Committee – Chief Ed Boring
 - Currently out for public comment
- RESCUES – Chief Tom Kuntz – A project briefing was included in the board packet.

Accomplishments and Goals – Chief Timothy Wall, Chief Shane Crutcher

- Some key VCOS 2014 accomplishments include: new partnerships (Shell, iWomen, NVFC, Target Solutions and others), Symposium app, Joelle retired and got the new staff liaison up to speed, 20th anniversary celebration- publication and commemorative coins, POV response best practices, VISION, Affordable Care Act, Symposium in the Sun, educational courses, webinars, labor management, growth in social media
- **Action item: Need to include these in the strategic plan and use in the December Report from the Chair**
- Goals for 2015 and 2016: Conduct another Symposium out west in 2 years from now?

Old Business – Chief Timothy Wall

- Community Leasing Partners – Chief Seavey
 - There is potential for them to be a good sponsor. Their specialty is financing for large facility builds and apparatus procurements. **Action item: Chief Seavey will reach out to IAFC corporate relations.**
- VCOS should think about restructuring its annual meeting at FRI. Focus more on the overall health of the section instead of every project and initiative. Is it a business meeting or an annual meeting with highlights?
- Revenue generating projects – VCOS should continue to look for new partnerships. Send any ideas to Chief Wall.
- State advocates for Explorer program – Chief Flynn
 - The latest Explorer newsletter was included in the board packet.
 - Contact is Chief Nyle Zikmund: nzikmund@sbfire.com
 - They have a conference in July 2016. Could VCOS help with a scholarship?

New Business – Chief Timothy Wall

- Thanks to Chief Jim Wilson for his service to the VCOS board.
- Discuss and appoint liaisons for the scholarships and awards for 2015
 - FRI Scholarships – Chiefs Larson and Vaughn and Symposium Scholarships - Chiefs Crutcher and Catrambone

- Recruitment and Retention Award – Chief Larson and add someone not on the board
- Safe Driving Award – Chief Flynn, Chief Wilson or someone new?
- Buckman Award – Chiefs Seavey and Vaughn
- Training Officer Award – Chief Collins and Captain Sedlak

Roundtable

- There is a new Keystone conference in August outside of Philadelphia the week before FRI:
<http://keystonefirefighterconference.com/>
- The Interschutz conference in Germany will cost about \$4-5K per person. **Action item: Chief Seavey will see if he can attend and let Chief Wall know. A decision will be made on the December call.**

The VCOS board then went into Executive Session.

The next call is 12/11 at 4pm ET.

The meeting adjourned at 4:45 pm.