



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



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## VCOS Board of Directors Meeting

**May 3-5, 2018  
Phoenix, Arizona**

### MINUTES

**Wednesday, May 3-5** (at Embassy Suites by Hilton Phoenix-Scottsdale at 4415 E Paradise Pkwy S, Phoenix, Arizona)

Present: Chairman Timothy Wall, Chief Donna Black, Chief Jason Catrambone, Chief Norvin Collins, Chief Charles Flynn, Chief Fred Windisch, Chief Jim Cook

Guests: Chief Richard Carrizzo, Mr. Mark Light, Chief Dan Eggleston, Chief John Sinclair

Staff: Ms. Kelly Ameen, Ms. Jennifer Bragiel Cozad, Ms. Sara Stehle

The meeting started at 3:02 pm.

#### **Introduction and Welcome of Guests – Chairman Wall**

Chairman Wall welcomed the board and guests to the meeting.

#### **IAFC Strategic Planning Session Overview – Mr. Mark Light, Chief Carrizzo, Chief Eggleston and Chief Sinclair**

An overview of the strategic planning session and the IAFC member survey results was provided. Mr. Light emphasized that a large percentage of members participated in the member survey. Some of the key findings from the survey were that members want to be involved in ways with smaller commitments. Members are looking for templates, best practices, support and trainings. For trainings, they would specifically like more at the local and regional level.

#### **VCOS 25th Anniversary Celebration –Chief Windisch and Chief Wall**

A discussion occurred on celebrating the VCOS 25<sup>th</sup> anniversary with a cruise. The IAFC leadership advised that a section had tried to have a cruise previously and it did not go over well. They explained that a cruise has a bad perception that is difficult to overcome and may hurt more than it helps celebrate. Concerns about tax implications were also raised during the discussion. The IAFC leadership emphasized that 25 years is an important milestone and should be celebrated with the membership in a way that hallmarks all the section's great work.

**Symposium in the Sun and Symposium in the West – Ms. Sara Stehle, Chief Windisch and Chief Collins**

The presentation by Ms. Stehle focused on methods to improve the marketing and attendance of Symposium in the West, but the recommendations were also applicable to Symposium in the Sun.

Some of her recommendations included adding an early bird rate, a VIP club for the first 25 or so registrants, stronger reach out to local fire departments, and marketing graphics. These recommendations generated a lively discussion about possible opportunities to market both symposiums including utilizing OnScene.

Ms. Stehle turned the conversation to looking to future locations for Symposium in the West. A location is needed for 2020 and 2021. It was recommended that a map of members be generated, and top areas be researched with a focus on airlines and the difficulty to get to the location.

**Action Item: Ms. Stehle to send her PowerPoint to the VCOS board.**

**Updates from Chief Eggleston and Chief Sinclair**

Chief Eggleston provided an overview of the process to get a permanent seat on the IAFC board. There was a question if the discussion on the process included a discussion on non-performing sections on the IAFC board. It was clarified that this was not reviewed by the task group. It was emphasized that any section can come in and sit in on the meeting.

Chief Sinclair explained the vetting process for elections. He reminded the VCOS board that if they are running for office it is important to review the requirements and follow them closely. There is a process in place to ensure a consistent election that follows the rules. Chief Sinclair explained the investigation and appeals process that exists to ensure all involved are fully represented and held to the highest ethics and standards. This creates a process that is fair to the association, the members and those involved.

**Motion by Chief Collins and seconded by Chief Flynn to recess until May 4, 2018 at 1:00pm. Motion carried.**

The meeting recessed May 3, 2018 at 4:38pm.

The meeting was called back to order May 4, 2018 at 1:05pm.

Present: Chairman Timothy Wall, Chief Donna Black, Chief Jason Catrambone, Chief Norvin Collins, Chief Charles Flynn, Chief Fred Windisch, Chief Jim Cook, Chief Cowger

Guests: Chief Richard Carrizzo, Chief John Sinclair, Chief Dan Eggleston, Chief John M. Buckman III,

Staff: Ms. Kelly Ameen, Ms. Jennifer Bragiel Cozad

**Creating the Future of the VCOS – Chief John M. Buckman III**

Chief Buckman led a conversation on the status of each Future of the VCOS group. Some key highlights were that the VCOS member survey reflected the IAFC member survey in many ways. The need to review how the VCOS communicates out, focus on improving

marketing and awareness for the VCOS training and courses and the importance of social media were emphasized.

**Action Item: Appoint a new membership group lead.**

A discussion also occurred on the agenda and consent agenda. The order for the agenda should be invocation, pledge of allegiance, consent agenda, reports. A consent agenda item is an informative item without discussion, if a board member wishes to discuss an item on the consent agenda they need to move it off before discussing it.

**Yellow Ribbon Report – Chief John M. Buckman III and Chief Flynn**

The Yellow Ribbon Report has been very well received. The group has developed 3 modules on helping individuals recognize the problem and know what they can and should do once recognized. A discussion took place on how the modules will be delivered and the needed instructor training to ensure instructors have the necessary knowledge to teach the modules.

Motion by Chief Windisch and seconded by Chief Cowger to move forward with the train the trainer project for delivering trained instructors on the Yellow Ribbon Report by \$40,000 and complete within 12 months from the Pierce fund.

There was discussion on the motion.

Motion Modified by Chief Windisch and seconded by Chief Cowger to move forward with the train the trainer project for delivering trained instructors on the Yellow Ribbon Report based on Chief Buckman's feedback and approval of the Executive Committee within IAFC processes. Motion Carried.

**Update from IAFC Leadership – Mr. Light, Chief Eggleston, Chief Sinclair and Chief Carrizzo**

The IAFC leadership thanked the VCOS Board and provided a brief update on various topics of the IAFC including the IAFC's first international conference in Bahrain, an update on ESCI and the new building.

**Action Item: Add FRM to the VCOS website and begin promoting it on Social Media.**

*Several guests joined the meeting including Mr. Mark Light, Mr. Skip Gibson, Mr. Joe Giorgi, Mr. Barry Balliet, Mr. Jeff Siegrist, and Mr. Ed Mann. Chief John M. Buckman III left the meeting.*

Mr. Light spoke on the buzz surrounding the conference and how it is a big tell on the success of a conference. He addressed how location is not always a science and encouraged the board not to limit possibilities of location as the West can be quite expansive. Mr. Light also provided an update on the upcoming FRI and the success of the conference in Bahrain.

The VCOS Board updated Mr. Light on the successful transition from Ms. Kelly Ameen to Ms. Jenny Bragiel Cozad as VCOS staff liaison and complimented him on his excellent staff.

## **Consent Agenda – Chief Wall**

Chief Windisch requested to move the Leadership Employee Collaboration from the consent agenda to discuss the topic. Discussion on the topic took place immediately.

**Action Item: Chief Windisch to follow up with Chief Struble on his report and gather more specifics.**

**Motion Chief Black and seconded by Chief Flynn to accept the consent agenda. Motion carried.**

## **VCOS Executive Committee Reports – Chief Wall, Chief Black and Chief Flynn**

Chief Wall provided an update on CFSI and his meeting with representatives from the Center for Public Safety Excellence. He also informed the VCOS board that the Tactical Health and Wellness Project is still happening, and he hoped to have an update for the board at the July meeting. Chief Wall explained that the NFFF is discussing a conference for fall 2019, and he is looking into the possibility of offering what the Tactical Health and Wellness group is putting together at this conference.

Chief Flynn spoke on the Yellow Ribbon Reports' next steps.

Chief Black discussed the 4 position statements passed by the IAFC Board. She informed the board that the Women Fire Chief Council recently had a successful meeting, will be meeting at FRI and plan to have a panel discussion at the iWomen Conference. While at the iWomen Conference the Women Fire Chief Council will be meeting with the iWomen board to discuss initiatives, goals, and possible joint efforts.

Chief Collins reviewed the budget timeline. He will need submissions by mid-June, to allow a draft budget to be presented to the board between July and FRI. This will allow the board to approve a draft for submission at FRI.

Chief Collins provided an overview of the budget. He encouraged the VCOS Board to review the committees and the value the VCOS is receiving from each committee. He emphasized that the budget for committee work is already exhausted. Chief Collins also recognized that the people in the committees are very engaged and active, and it is important that the board supports and funds these efforts.

## **Symposium in the West – Chief Collins**

Symposium in the West was slightly larger in 2018 than in 2017. It will be returning to Phoenix May 2-4, 2019. The NFFF memorial run/walk was a success, even though it fell short of its goal for 50 participants by 3 people. The t-shirts for the event sold out. Overall the conference has been very engaging and positive. Several board members shared feedback that they received on the conference.

Chief Collins thanked Chief Cook for facilitating the discussion following the new conference session set up and noted that this new style of presentations is a testament to the conference staff. It was Ms. Stehle's wonderful idea and has been a tremendous success.

## **FRI – Chief Wall**

Chief Wall provided an FRI 2018 review and update. He reminded the VCOS Board about the Diversity Breakfast and updated them on the HRC meeting at FRI this year to discuss inclusivity initiatives.

**Motion Chief Windisch and seconded by Chief Collins to make a \$200 donation to the IAFC Foundation in President’s honor. Motion carried.**

*Ms. Monica Willemsen joined the meeting.*

## **National Safer Grant – Ms. Monica Willemsen and Chief Black**

Ms. Willemsen thanked the VCOS Board for their continued assistance and support. She provided an update and overview on the grant. She emphasized the support network the pilots have developed over the course of the grant, and how much improvement she has seen from the one-on-ones conducted at Symposium in the West 2017 to the one-on-ones conducted at Symposium in the West 2018.

Ms. Willemsen reviewed the volunteer chief handbook, officially titled the Chief’s A-RIT. She requested them to review it and provide feedback, once the test site is completed. She also provided an overview of the 3 one-hour online trainings the grant is working on. These trainings offer practical information and takeaways that will allow a department to improve their diversity and inclusion. These courses should be ready for testing by mid-June, and the National VWS would greatly appreciate it if the VCOS Board would review them.

Ms. Willemsen spoke about the State of the Volunteer Fire Service meeting taking place all day September 14. Topics for the meeting will be sent out to all attendees the beginning of June. A team member will be reaching out to attendees regarding travel logistics.

**Action Item: Send RSVPs for the State of the Volunteer Fire Service to Ms. Lexie Coulson.**

Ms. Kelly Ameen spoke on the future of the National VWS grant and additional phases. She explained how the VCOS will remain a crucial part of the grant.

**Action Item: Collect the National VWS pilots’ stories to be communicated and shared externally.**

*Ms. Willemsen thanked the VCOS Board and left the meeting. Mr. Mike Varney joined the meeting.*

## **FirstNet Overview – Mr. Mike Varney**

Mr. Varney provided an update on the FirstNet program, and an explanation on how it works. He also spoke to several common myths about FirstNet. Mr. Varney answered several questions from the VCOS Board on FirstNet and the process for getting a FirstNet phone as well as FirstNet coverage.

*Mr. Mike Varney left the meeting, and Mr. Dan Seidberg joined the meeting.*

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

Chief Windisch reported that the theme for Symposium in the Sun 2018 will be *Lead. Influence. Create.*, and that the t-shirts for the NFFF memorial walk will be lavender. He provided an overview of the speakers and explained that they will be doing a special recruitment and retention track. Chief Windisch recommended the board consider doing something at Symposium in the Sun for the gentleman who has done 274 walks/stair climbs.

### **Comps and Discounts – Chief Wall**

Chief Wall reviewed with the board the current list of complimentary and discounted registrations for conferences. He posed the question should they be changed or left alone. The board agreed that the current system should be left as is.

The discussion transitioned to the possibility of offering a complimentary registration to either Symposium in the Sun or to Symposium in the West to all IAFC Board members. Several concerns were raised concerning offering them complimentary registration to Symposium in the Sun, since it is a sold-out conference with limited space in the conference hotel. The partners warned not to cut Symposium in the Sun marketing or assume that the conference will always be good. It is important to always be marketing and bringing in new people every year.

**Action Item: Chief Black to investigate interest in attending Symposium in the Sun or Symposium in the West, if a complimentary registration was provided.**

### **Friends and Supporters Update**

Mr. Balliet encouraged the VCOS board to keep up the good work and reminded them not to rest on their laurels. Mr. Giorgi emphasized the importance of the ribbon reports, and how they are addressing hot topics. Mr. Siegrist emphasized the importance of data and paying attention to what the VCOS audience wants.

Mr. Seidberg presented on Symposium in the West and possible locations for the future. He also recommended a uniform leadership program that would be easier to plan and market due to the content being the same every time. He emphasized the main thing is to select a location with a strong VCOS membership and volunteer and combination department presence.

There was discussion on the presentation. It was pointed out that the VCOS Board needs to decide if the conference is a destination conference, and either choose a desired destination or a location with many members. A reconsideration of when Symposium in the West occurs was also recommended, as it currently has a lot of competition.

**Motion Chief Collins and seconded by Chief Catrambone to recess until 8:15am on May 5, 2018. Motion carried.**

The meeting recessed May 4, 2018 at 4:56pm.

The meeting was called back to order May 5, 2018 at 8:26am.

Present: Chairman Timothy Wall, Chief Donna Black, Chief Jason Catrambone, Chief Norvin Collins, Chief Charles Flynn, Chief Fred Windisch, Chief Jim Cook, Chief Cowger

**Motion Chief Flynn and seconded by Chief Catrambone to go into executive session. Motion carried.**

**Motion Chief Flynn and seconded by Chief Cowger to end executive session. Motion carried.**

*Ms. Jenny Bragiel Cozad, Ms. Kelly Ameen, Mr. Ed Mann, Mr. Jeff Siegrist, Mr. Joe Giorgi, Ms. Cathy Feyh, Chief Jeremy Moore joined the meeting.*

#### **Chief Jeremy Moore Presentation**

Chief Jeremy Moore presented to the VCOS Board. He spoke on a variety of topics and issues that he has in common with the VCOS and expressed his hope that the election will help unify and engage the IAFC.

*Chief Jeremy Moore left the meeting.*

#### **Leading the Transition – Chief Cook**

Chief Cook informed the VCOS Board that the class is needed. The problem is not one of budget. Chief Cook will be examining and investigating the marketing and presentation of the course to see if there is potential to improve and get more classes scheduled. There was discussion on potential changes. It was recommended that the marketing material be modernized, and a video testimonial on the course created and posted on the courses page.

**Action Item: Send VCOS Board of Directors and friends and supporters a list of VCOS educational offerings along with descriptions.**

**Motion Chief Collins and seconded by Chief Catrambone to empower Chairman Wall to address the code of conducts and ethics for instructors that was brought to the VCOS Board’s attention by IAFC Leadership. Motion carried.**

#### **New Membership Database – Ms. Cathy Feyh**

Ms. Feyh provided an overview on the new membership database that the IAFC will be launching, and how it will impact the membership and capabilities of the IAFC to serve its members.

#### **IAFC FRI Solutions Center Update – Ms. Jenny Bragiel Cozad**

Ms. Bragiel Cozad provided information on the IAFC Solutions Center and where the VCOS counter will be located. It was emphasized that to maintain the new modern, fun look and feel of the area, the VCOS would not be allowed to use their booth in this area.

#### **VCOS Booth Update – Chief Collins**

The booth's layout is complete and one banner. The other banner needs points on the reason or value of joining the VCOS. Once the second banner is completed everything will be sent to the VCOS Board for approval and then through the IAFC approval process.

#### **VCOS.org Review – Ms. Jenny Bragiel Cozad**

Ms. Bragiel Cozad provided a quick overview of the new VCOS website, and requested all changes and updates be sent to Chairman Wall and herself.

**Action Item: Make the VCOS header text larger, update staff liaison information, slowdown the homepage carousel, and add VCOS Board photos to the Board of Directors page.**

#### **Communications Committee – Chief Cook and Chief Catrambone**

The VCOS Board were informed that the new e-newsletter is going through final edits and should be released very soon. The new format has a great look to it and is very engaging. There is a strong chance that this will completely replace the printed version in the future.

**Action item: VCOS Board members to encourage individuals to send Ms. Bragiel Cozad articles and videos for the newsletter.**

#### **Bylaw Committee – Chief Collins, Chief Windisch and Chief Catrambone**

A discussion on the bylaws occurred along with some recommendations for the bylaw committee to consider. These recommendations included a review of when the board of directors meet to make it align with what actual happens, a review of the roles and responsibilities for various positions, the appointment of the International Director, and a possible process or mechanism for removing a board member for lack of performance. The goal is to have all recommendations finalized by mid-July, so they can be adopted at the August meeting.

#### **Awards and Scholarships – Chief Wall**

The Training Officer Award and FRI Scholarships are open for nominations and applications. The Training Officer Award closes June 25. The FRI Scholarships close June 1.

**Action Item: Finalize and send all timelines by the June conference call.**

#### **25<sup>th</sup> Anniversary Celebration – Chief Windisch**

The VCOS Board discussed possible options for a 25<sup>th</sup> anniversary celebration including a cruise following a February board meeting. The cruise would be in celebration of the VCOS, but everyone would have to pay their own costs.

**Action Item: Chief Windisch to continue to investigate a 5-day cruise, for a September decision on it.**

**Action Item: Chief Wall to work with IAFC Leadership on a celebration cruise and other ways to celebrate the VCOS 25<sup>th</sup> Anniversary.**

Some of the possible celebration options included a commemorative 25<sup>th</sup> anniversary magazine, challenge coins, some sort of giveaway items.

**Action Item: Chief Windisch to discuss possible support for the 25<sup>th</sup> anniversary celebration with Shell.**

**Chairman Wall appointed a 25<sup>th</sup> Anniversary Celebration Committee of Chief Wall, Chief Catrambone, Chief Cook and Chief Windisch.**

**Action Item: Email any suggestions to be on the 25<sup>th</sup> Anniversary Committee to Chief Wall.**

**Action Item: Put a call out on social media and KnowledgeNet for people wishing to be on the 25<sup>th</sup> Anniversary Committee and for suggestions for celebrating the VCOS 25<sup>th</sup> anniversary.**

#### **Booth Schedule – Chief Wall**

Chief Wall reviewed the booth schedule and who currently plans on working the booth at each event.

#### **Membership Report – Chief Wall**

Chief Wall reviewed the current membership by division.

**Action Item: Ms. Bragiel Cozad to send the VCOS membership report with breakdown by division to the VCOS Board.**

**Information Only Items:**

#### **New Business:**

- You and ISO – Chief Windisch
  - Program needs to be rebranded, but it still has value for the VCOS and ISO.
- Lavender Ribbon Report Update: Chief Collins
  - Laid out timeline for finalizing the report
  - Working on having sponsors for the report
  - It was recommended that Best Practice 11 have less detail and more focus on incidents.

**Action Item: Send to the Safety, Health and Survival Section for review**

**Action Item: Send all comments to Mr. Scott Beecher by May 20.**

**Action Item: Sign the two Best Practices for Preventing Firefighter Cancer posters**

- FRI Learning Lab Session

**Action Item: Schedule a Learning Lab Session for the Yellow Ribbon Report and Lavender Ribbon Report**

- Be Inclusive Poster – Chief Cook and Chief Cowger
  - It was released at Symposium in the West and is on display
  - The last one will be released at FRI
- 1-Day Meeting on Code of Conduct – Chief Wall
  - A discussion took place on the timing for such a meeting

- It was recommended that the VCOS first decides on the educational coordinator position and then bring everyone in for a meeting
- It was also recommended this be tied into a larger training after the courses are reviewed and reworked or revamped.
- In the short term, a webinar on the code of conduct was recommended
- There was discussion on the tasks that need to be accomplished prior to a meeting or webinar on the code of conduct

**Motion Chief Collins and seconded by Chief Windisch to empower the Chair to establish a committee to review current IAFC policies on codes of conduct and ethics and create a recommended code of conduct and ethics for the VCOS and a speaker's agreement. Motion Carried.**

There was discussion on the motion. The discussion specified that once committee work is done it will be shared with the VCOS Board for review and then sent through IAFC processes for final approval.

**Action Item: Send email to Chairman Wall if you are interested in being on the committee.**

Chief Windisch, Chief Flynn and Chief Catrambone indicated interest. It was also recommended that Chairman Wall reach out to Chief Abner Hogue to be on the committee.

- Educational Coordinator Discussion – Chief Black
  - It was stated that a vetting and selection process needs to be established for the selection of the VCOS Educational Coordinator
- Small Department Pilot Update – Chief Wall, Chief Black and Chief Cowger
  - A new flyer was created and has been distributed at Symposium in the West
- Funding of Staff Hours- Chief Wall
  - The VCOS Board discussed the suggested funding of staff hours as proposed by Chief Kerwood
  - Proposal to establish a two-tiered system for the maximum IAFC section staff liaison hours allocation:
    - First Tier (Small- Medium) Sections would be classified as those with less than 750 members. These will be allocated up to 240 hours of IAFC section staff liaison hours covered by the IAFC.
    - Second Tier Section would be classified with those greater than 750 members. These will be allocated up to 500 hours of IAFC section staff liaison hours covered by the IAFC.
  - Some of the concerns raised on the proposal was staff time, the impact on the VCOS's relationship with other sections, the impact of the additional covered time on the IAFC and staff availability
  - There was also discussion on what should make up the tiers and other possible ways of dividing funding of staff hours.
    - One suggestion was a tiered cost of the hourly rate
  - Overall the VCOS Board was in agreeance with the proposal

**Action Item: Chief Wall to discuss the proposal further with Chief Kerwood**

**Motion Chief Catrambone and seconded by Chief Windisch to empower the executive committee to work on the funding of staff hours proposal with the section boards. Motion Carried.**

## Old Business:

- National Association of Counties (NACO)– Chief Collins
  - The VCOS Board expressed concern over the costs of continued support of the NACO project, and an uncertainty of the goal and end date of the committee.
  - The program has huge positives, and Chief Singer is doing an excellent job representing the VCOS.

**Action Item: Chief Collins to reach out to Mr. Ken LaSala to discuss the future of NACO.**

- 2018 VCOS and IAFC Elections
  - The VCOS Board reviewed the thank you note from Chief Trauernicht for the VCOS Board endorsement for the 2018 IAFC 2<sup>nd</sup> Vice President.
  - The VCOS Board had several questions regarding election policies for candidates and reviewed specific sections relevant to the questions.

**Action Item: Send the IAFC Election Policy manual to all VCOS Board members.**

- Possible joint education and leadership seminar/workshop in 2020 - Chief Wall
  - The VCOS Board discussed a possible seminar/workshop with the IAFC's Canadian Division.

**Action Item: Chief Black is to discuss a joint seminar/workshop for 2020 with Chief Stuebing and report to the VCOS Board.**

- TargetSolutions and VCOS Joint Educational Project – Chief Collins
  - Chief Collins updated the VCOS Board on the progress made for the project.
  - The course will be on hosting an effective open house
- Fire Chief of the Year Award, Career & Volunteer, sponsored by IAFC and Pierce
  - Open February 1 – May 20
  - <https://www.iafc.org/about-iafc/awards/fire-chief-of-the-year>
  - The board discussed possible chiefs for the Fire Chief of the Year Award

**Action Item: Chief Windisch to send information on Chief Heck to the VCOS Board.**

**Action Item: Mr. Skip Gibson to research and send information on Chief Tony McDowell to the VCOS Board.**

- Update on Pierce Agreement – Chief Windisch
  - The VCOS Board discussed the agreement and the possible opportunities for the VCOS Board to utilize the funds in new ways that expand or improve the educational opportunities of volunteer and combination departments.
- VCOS Educational Courses
  - Questionnaire results from Educational Program Leads – Chief Collins
    - It was recommended the results be reviewed by the new educational coordinator.

**Action Item: Chief Collins to send the questionnaire results to the VCOS Board.**

- Discuss and Review a VCOS Educational Coordinator
  - The VCOS Board discussed next steps and the process for selecting an educational coordinator, including the IAFC procurement policy and requirements.
  - There was discussion on the usual role of an educational coordinator versus the role of an instructional designer.

**Action Item: The VCOS Board to establish an RFP and job description for an educational coordinator and a list of duties and expectations for the position.**

**Action Item: Chief Black to form a committee to work on the process and RFP for the selection of a VCOS Educational Coordinator and perform initial research with findings to be reported via email and at the June call.**

- Recap Agenda or any other action items
  - Chief Collins reminded the board that the budget request form will be sent out following Symposium in the West and will be due by June 15.
  - The VCOS Board discussed the Chair's stipend and whether or not it needs to be modified, expanded or removed.

**Action Item: Send suggestions on stipends/reimbursables for the board, chair or executive committee to Chief Collins who will work on it with the IAFC comptrollers and Chief Carrizzo.**

#### **Roundtable and Announcements:**

Many individuals present expressed their gratitude and appreciation, while congratulating the VCOS on a successful Symposium in the West.

Chief Windisch: Pierce is having a business meeting in Tampa. I will be looking into attending it. It is a week before symposium.

Chief Wall: I think we should attend the meeting and think you should bring one or two board members that have not attended the meeting along to start building more connections.

Chief Black: I reached out to Chief Wall about maybe bringing in a 3<sup>rd</sup> party consultant. Kelly Walsh is available during Symposium in the Sun. We could have her help us on priority setting and planning out where we are going and how we get there. We are in a good position with the board and this could really allow us to dial in and ensure succession planning. She gave me a price that is all-inclusive including a Symposium in the Sun session. I will share it with everyone, it would be for 8 hours of work.

There was discussion on the proposal. All felt that it was a good idea, and that a minimum of 8 hours was necessary. There was concern that the board could not dedicate the necessary attention and focus to the planning, if it took place in conjunction with Symposium in the Sun. There was discussion about having the meeting in September while the board is at the IAFC for the National Summit or adding it onto a February board meeting. The conclusion was to explore further having Ms. Walsh present a session at Symposium in the Sun, meet with the VCOS Board for no more than 2 hours at Symposium in the Sun, and have a full-day meeting in February.

**Motion Chief Flynn and seconded by Chief Catrambone to authorize Chief Black to facilitate the planning of a discussion with Ms. Kelly Walsh using one-time special project funds. Motion Carried.**

Mr. Siegrist: Next Friday will be my 59<sup>th</sup>1/2 birthday.

Chief Wall: We are glad you [Mr. Siegrist] are much better. You as well, Skip.

Chief Flynn: Would like to throw out Feb 7-9 location to be determined for the February Board meeting.

Chief Wall: There was an invitation to come to Salem, Oregon and Suffield/Wallington, Conn. Thank you for your dedication, for being here, and all your hard work.

**Motion Chief Windisch and seconded by Chief Flynn to go into executive session. Motion Carried.**

**Motion Chief Windisch and seconded by Chief Black to end executive session. Motion Carried.**

**Motion Chief Flynn and seconded by Chief Cook to adjourn. Motion Carried.**

The meeting adjourned May 5, 2018 at 3:21pm. The next call is 6/13 at 4pm ET.