



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 of Directors

**November 10, 2013
1:00pm – 6:00pm**

**Hilton Clearwater Beach, Florida
Citrus/Mangrove Room**

MINUTES

The meeting was called to order at 1:05pm.

Board Members Present:

Chief Timothy Wall, Chair
Chief Jim Wilson, Vice Chair
Chief Fred Windisch, Secretary/Treasurer
Chief Dan Eggleston, International Director
Chief Ted Lowden, At-Large Board Member
Chief Mike Vaughn, At-Large Board Member
Chief Jim Seavey, At-Large Board Member
Chief Shane Crutcher, At-Large Board Member
Chief Randy Larson, At-Large Board Member

Board Members Absent:

Chief Dave Fulmer, At-Large Board Member

Guests and IAFC Staff:

Mr. Joe Giorgi, VFIS
Mr. Troy Markel, VFIS
Mr. Ron Oettel, Provident
Mr. Jeff Siegrist, Provident
Mr. Bill Jenaway, VFIS
Mr. Ron Siarnicki, NFFF
Chief John Oprandy
Chief Ron Cheves
Ms. Kelly Ameen, IAFC staff
Ms. Joelle Fishkin, IAFC staff
Ms. Jennifer Cooke, IAFC staff

Introduction and Welcome of Guests – Chief Timothy Wall

Chief Wall called the meeting to order and welcomed all in attendance. Previous Board meeting minutes were reviewed. He thanked NFFF for their involvement with VCOS and the Symposium and asked Chief Siarnicki to give a few remarks.

NFFF Update– Chief Ron Siarnicki

NFFF is excited about the partnership with VCOS. The stair climb went well, and they hope to do it again.

Chief Siarnicki thanked everyone for helping with memorial weekend which was more challenging this year due to the government shutdown and the relocation. However, it came together well and was successful. Next year will also be challenging as the number of LODDs this year is already high and will most likely exceed 100 based on past trends. NFFF will be doing more fundraisers to cover the expected higher costs.

NFFF is working to research firefighter deaths due to heart attacks. They have received access to records of autopsy reports of firefighter deaths in order to do more analysis on triggers of heart attacks and cardiac arrest. The goal of the research is to put steps in place to prevent heart attacks in the fire service.

The Tampa 2 meeting will be held March 10-12, 2014 and will examine efforts put in place to reduce LODDs and next steps for improvement.

NFFF is also focused on improving assistance to survivors. They have partnered with Comfort Zone to offer camps for kids. There are two age groups. Kids ten and older go to an outdoor adventure camp while younger kids go to the Nickelodeon hotel. At these camps there are "healing circles" which allow time for sharing stories and experiences to learn from each other. Parents also get a chance to network to talk about helping the kids.

The next Survivors Conference will be in St. Louis and will focus on life skills for adults.

Chief Eggleston asked about NFFF's involvement with the Taking Action Against Cancer in the Fire Service report and overall cancer in the fire service issue. NFFF is pushing for including people who have passed away from cancer due to fire service exposure. NFFF is also passing along information from the cancer report.

Chief Seavey recommended including the issues of cancer, heart attacks, etc. all under the wellness umbrella since now these issues seem fragmented, but belong together. This should be discussed at Tampa 2.

Chief Wall inquired about who was invited to Tampa 2. Chief Siarnicki said there will be approximately 300 people, but attendees must pay their own way. Each national fire service organization may send two representatives. Chief Wall mentioned that VCOS would like to send a representative.

Action item: Identify a VCOS representative to submit for Tampa 2.

Chief Windisch thanked NFFF for helping in West, TX. NFFF did a great job. VCOS offered assistance, but it wasn't acted on by West. Chief Siarnicki stated that sometimes NFFF needs more help and may lean on people like from VCOS to help.

IAFC Staff Update on Symposium – Ms. Jennifer Cooke

Preliminary numbers from the registration company include:

- Total paid = 501
- Onsite registration = 10 (included in 501 above)
- Total attendance = 550 (not including staff and exhibitors)
- 2014 pre-conference will be Nov. 6. The rest of the conference will be Nov. 7-9, 2014.
- 2015 pre-conference is scheduled for Nov. 12. The rest of the conference will be Nov. 13-15, 2015. (Veterans Day is Nov. 11) Staff is working to change the dates to the first week of November, but the hotel may have another group interested for that week. We will find out if the first week is available shortly.

- The VCOS Board agreed the hotel was excellent. It had great customer service and was very responsive to their needs and requests.
- The Board thanked Ms. Jennifer Cooke for her hard work on making the Symposium successful.

Introduction and Welcome of Guests (continued) – Chief Timothy Wall

Chief Wall reported that the Board met with President Metcalf at the Symposium and appreciated the time he took to meet with everyone. Mr. Mark Light was unable to attend the Symposium due to illness.

The October Board minutes were reviewed and approved.

Motion by Chief Crutcher and seconded by Chief Lowden to approve minutes of October 10, 2013 and October 29, 2013. Motion carried.

Chief Wall thanked the sponsors and expressed his appreciation for the partnerships. He opened the floor up for comments and feedback on the Symposium.

Mr. Oettel stated that everything seemed to go smoothly. Pre-conference attendance was larger than in the past. He congratulated VCOS on another successful conference. Parking was an issue that should be addressed for next year.

Mr. Giorgi thought it was an excellent conference. He noted that the vendor area was tight. He said everyone throughout the conference was very helpful.

Chief Wall and Chief Wilson mentioned that VCOS will not increase the number of vendors. Staff is aware of the tight vendor area and will be working on improving this for next year.

Mr. Jenaway agreed that the vendor area was crowded. He thought the conference was full of great content. He suggested additional time next year for the retention and recruitment town hall session. He noted that this may be the only conference that GREW this year. He said that VCOS really listens to its vendors and that is appreciated.

Mr. Markel agreed with what others said. There was no blip in the new venue. He heard many first-time attendees say they will be back next year and will bring others.

Mr. Siegrist congratulated VCOS and the Board on a great conference.

Report from the Chair – Chief Timothy Wall

- **Partnership with iWomen:** Some VCOS Board members met with Captain Sue Tamme to see how VCOS can work together with them in doing some joint marketing and other support. They have a conference in Tucson, Arizona in February. iWomen has 600 members and they have a \$25-\$150 annual fee structure. Chief Larson stated that VCOS should move forward with a partnership with them. iWomen needs articles for their newsletter and invited a VCOS representative to attend their conference. There was a suggestion that maybe VCOS could even have a booth there. Chief Larson mentioned that he has a female captain involved with iWomen who has really grown through the organization. Chief Crutcher agreed that VCOS needs to partner with them. Chief Eggleston mentioned that they are very well organized and that he met with them at FRI. Chief Seavey stated that they are very proactive.

Action item: Chief Larson will get more information on their conference and the possibility of having a booth, etc. Ms. Ameen will provide Ms. Sharon Baroncelli's contact information to Chief Larson as she is the IAFC staff liaison working with iWomen.

- **Update on Near Miss Program:** The Near-Miss program will be re-launching a new look and functionality in January. The website and reporting system will work on mobile devices and be more dynamic. There will be new data captured in the reporting system.
- **Partnership with NFFF:** This was discussed earlier in the meeting with Chief Siarnicki's report.
- **Cancer Support Network:** VCOS is working with Ms. Ann Davison (IAFC staff) to get this out more to the fire service. Chief Eggleston talked to Chief Goldfeder and he plans to get that information out. Chief Wall encourages Board members to work with their divisions to disseminate this information.
- **Diversity Report:** There was a joint meeting in SC this summer. They are working to complete a draft. VCOS committed money to this and wants to see that the product is finished and sent to the fire service. VCOS allocated \$10,000 and they have spent about \$6,500 to date. A suggestion was made to use the remaining money to have someone edit and put the report together. Ms. Joelle Fishkin stated that she would be interested in helping.

Report from the Vice Chair – Chief Jim Wilson

Chief Wilson had nothing to report at this time.

Report from the Secretary-Treasurer – Chief Fred Windisch

Chief Windisch made a few adjustments to the budgets that were provided in the Board meeting packet.

General Account (611) - The goal is to have \$100K in reserves. Chief Windisch added \$5,000 to assist with Affordable Care Act activities. Part-time employee money was added. He split out the LTC classes into new codes within 611. There are 10 "ISO and You" workshops budgeted. The Board recommended adding some financial support for the NFFF Tampa 2 meeting and \$5,000 will be added to 611. Also included in the budget is \$35K for Symposium revenue. About \$38K will be carried over into the following year in addition to the \$100K in reserves.

Pierce Account (612) - The goal is to keep \$100K in reserves. There is \$47K new revenue budgeted. The budget includes 12 classes for Beyond Hoses and Helmets and 3 FROG classes. The total carryover at year-end will be \$104,750.

VISION account (813) - There was \$170K at the beginning of the year which was incorrect and adjustments were made. We are investigating where the VISION money was moved to and how much should have remained as VCOS carryover.

Action item: \$15,000 will be taken out of the general 611 account and transferred to VISION 813 so that there is no deficit showing.

Motion by Chief Seavey and seconded by Chief Eggleston to approve the budgets with the addition of \$5,000 in the general budget (611) for Tampa 2. Motion carried.

Report from the International Director – Chief Dan Eggleston

IAFC has experienced some financial challenges which led to some lay-offs and restructuring recently. The IAFC Board is having discussions on how to fix these challenges. What the IAFC is currently experiencing is similar to other associations in these hard economic times. Chief Eggleston is hopeful for the IAFC's future.

Symposium Committee Report – Chief Fred Windisch & Chief Jim Wilson

An attendee survey will go out as well as a vendor survey. An email will go out by December 15th to all attendees regarding hotel rooms for next year. In January, the Symposium Committee will start to work on selecting speakers.

Chief Seavey mentioned the need to put presentations online. Chief Collins will make sure they are posted this year. The sessions were recorded and the recordings will also be available.

The Board thought the reception on Saturday instead of Thursday worked just fine.

Chief Windisch stated that tickets will be given to attendees for lunch on the beach next year so that only attendees are able to get lunch.

In the future, we need to do a better job explaining the Friday night informal roundtable session. More information should be included in the on-site guide and attendee email updates. In addition, there should be better signage at the event. It was noted that many people left the session to get drinks which was distracting at times. One suggestion was to have a bar inside the room, but there could also be disadvantages to that.

2014 VCOS Board Meetings – Chief Timothy Wall

- February 2014: Keep Feb. 6-9 open. Location TBD. This will be decided on the December conference call.
- May 2014 – 1st weekend (May 2-4, 2014). The meeting will most likely be on Saturday and Sunday. The location is to be determined.

Symposium Awards

Thanks to Provident and VFIS for sponsoring the awards again this year. Thanks to the Gasaway Consulting Group, LLC for sponsoring the “Emerging Leader” Scholarship. VCOS appreciates the continued support. The 2013 award and scholarship winners included:

- **John M. Buckman III Leadership Award (sponsored by Provident Insurance)**
 - Fire Chief Charles Addington, II, EFO, of Wolfforth (Texas) Fire & EMS
- **Retention & Recruitment Award Winner (sponsored by VFIS)**
 - Abingdon (MD) Fire Company, Fire Chief Monti Arrington
- **Vehicle Safe Operations Award (sponsored by VFIS)**
 - Oshtemo Township (Mich.) Fire Department, Fire Chief Mark L. Barnes, CFO
- **Symposium in the Sun Scholarships (sponsored by VCOS)**
 - Deputy Chief David Hodges of the Maryville (Tenn.) Fire Department
 - Chief David Weiss of the Westmont (Ill.) Fire Department
- **“Emerging Leader” Scholarship (sponsored by Gasaway Consulting Group, LLC)**
 - Captain Brian Taylor of the Bazetta Township (Ohio) Fire Department

2014 Committee Appointments – Chief Timothy Wall

- Symposium 2014 Committee – A few people will be shuffled to get some new people involved.
- Membership Committee
- Booth Committee
- Communications Committee
- Bylaws Committee - There are no anticipated changes to the bylaws so the Board felt this committee is not needed at this time.
- Strategic Plan Committee – The Board needs to take a look at the strategic plan and this will be on the agenda for the February Board meeting. VCOS may need to do a strategic planning session and get a facilitator. The current strategic plan is not on the website.
 - **Action item: Need to get a copy of the current strategic plan to the Board to see what needs to be changed. Chief Wall will call Chief Brett Waters.**
- Program Planning Committee – Two people applied for current vacancies, Chief Ken Richards and Chief John Oprandy. Formerly, Chief Eggleston was on the committee. There is also a council if they don't get appointed to the committee (although the section has to pay expenses for a participant on the Council).
- Near Miss Reporting System – This was discussed earlier in the meeting.

- Scholarship Assignments
 - FRI \$1500 Scholarship assignment – Chief Larson is primary. Chief Vaughn is secondary. Chief Larson will not be able to attend FRI next year.
 - Symposium \$1500 Scholarship assignment – Chief Crutcher and Chief Lowden will work together on this.

All committee appointments will be confirmed by the February Board meeting.

Action item: Each committee should have a plan/update to present at the February Board meeting.

Leading the Transition (LTC) – Chief Ron Cheves

- Report on 2013: Chief Cheves and Chief Eggleston conducted an 8-hour course in Reno at the Fire Show Reno. It was very interactive with 16 participants. The conference paid for both instructors. There are 12 committee members and 6 are instructors who are involved with the LTC program. They conduct monthly conference calls. Three requests have come from the website and it is more prominent on there now. 6 total courses were given this year. LTC could handle 8-10 classes a year in the future.
- Requests for 2014: One class is scheduled in January in Daytona Beach. There are two additional requests being worked out.
- Chief Cheves asked if VCOS could help people that can't afford the class. He read a letter from Idaho asking for help. It is definitely something VCOS can look into.
- The course needs to be updated to meet the needs of the participants.
- There is a need to distinguish between the various VCOS courses (i.e. the differences between BH&H, FROG, and LTC) Some people aren't sure of the differences when they request a class.
- Chief Windisch asked Chief Cheves to track the number of participants for each class.
- The newsletter and e-blast after the Symposium issue will focus on VCOS educational offerings.

Action item: Chief Cheves to recommend who should stay on the committee to Chief Wall. Chief Cheves will track the number of participants in classes.

Beyond Hoses & Helmets (BH&H) – Chief Greg Render submitted a report

- A new BH&H brochure has been created and printed for distribution. Board members are encouraged to hand out brochures and market the course.
- 11 classes have been conducted this year and there is one scheduled for next year.
- There are currently 13 instructors.

Action item: Ms. Ameen will post the new BH&H brochure on the website.

VCOS VISION Project – Ms. Kelly Ameen on behalf of Chief Randy Parr

- Chief Parr has stepped up to get this moving.
- Lane 7 (Reputation Management) is currently up on the website and so is initiative 2c.
- A few other lane leaders have turned in everything needed to IAFC, but there are still some outstanding work. Once IAFC staff receives all resources and templates, they will build the other lanes.

You and ISO –Chief Ted Lowden

- 2013 Classes: Alabama, Connecticut, and Virginia
- The goal is 8 classes for next year. They have several leads already. First quarter classes will be scheduled soon.

VCOS Webinars – Chief Dan Eggleston, Chief John Oprandy

The live broadcast here at Symposium went well. There are lots of good ideas for next year. December topic may include Chief Buchanan's Tactical Renaissance presentation. January topic may be the Taking Action Against Cancer in the Fire Service report. In the future they will advertise other VCOS

courses. The re-launch of Near-Miss would be a good topic for February. Mr. Jenaway mentioned that VFIS is willing to help with a risk management topic in the future.

Bylaws & Election – Chief Timothy Wall

- Any changes to VCOS bylaws are needed by February 1
- 2014 Election Committee
- Terms of Office Ending in 2014 – Chief Jim Wilson, Chief Dave Fulmer, and Chief Randy Larson

Fire Service Research Center & Policy Institute (RECEPI)

Chief Richard Lieder (Cypress Creek Vol Fire Dept, TX) has been appointed to represent VCOS.

Patient Protection and Affordable Care Act (PPACA) Task Force

Chief Daniel Noonan (Durango Fire & Rescue Authority, CO) has been appointed to the task force. VCOS disseminated information about the IRS comment period for PPACA. Over 29 comments were made by the November 8th comment deadline. In addition, VCOS worked with NVFC and other fire service organizations to submit a joint resolution regarding this issue. A copy of the resolution will be shared on the next VCOS e-blast.

Program Planning Committee and Planning Committee Council

This was discussed earlier in the meeting.

Submitted Reports from Chief Brett Waters

- Kaplan Fire & EMS Training
- Target Solutions
- CAFC
- Lighthouse Uniform
- Strategic Plan – will talk about it at February Board meeting

The Board was encouraged to review the submitted reports in the Board packet.

VCOS booth in 2014 – Chief Timothy Wall and Chief James Seavey

- Pennsylvania Fire Expo – May 16-18, Harrisburg, PA
- Firehouse Expo – July 15-19, Baltimore, MD
- Fire Rescue International – August 13 - 16, Dallas, TX
- Any other locations/suggestions

Board members are encouraged to attend various conferences and promote VCOS.

VCOS VISION Project Website – Chief Fred Windisch and Ms. Kelly Ameen

- Report on Financial Status of Vision Project
- Report on Website progress

This was discussed earlier in the meeting.

Communications Committee Report – Chief Shane Crutcher and Chief Randy Larson

- VCOS Newsletter
 - Symposium Issue for 2013 – Chief Larson and Chief Crutcher have gathered business cards of people to interview for the Symposium newsletter.
 - **Action item: Chief Larson and Chief Crutcher will also get a vendor to be interviewed.**
- Articles for fire service publications
- Social Media – Facebook Page as Marketing Tool
- Webinars
- IAFC On Scene

- Need volunteer to get articles for OnScene

Action item: Ms. Ameen will add Chief Larson and Chief Crutcher as Facebook administrators. She will also add Chief Oprandy to help with distributing webinar information.

Membership VCOS numbers – Chief Timothy Wall

- Membership marketing campaign after 2012 Symposium resulted in a 29% join rate among attendees who were not members. Same marketing campaign will be conducted this year.
- Current membership is 2,341
 - 1,892 Regular members
 - 84 Associate members
 - 71 Departmental members
 - 95 Affiliate members
 - 15 Past President members
 - 184 Life members
- Brainstorm new membership recruitment ideas – Can VCOS give promotional 6 month memberships? Can VCOS bring a computer for instant membership sign-up at BH&H?

Action item: Chief Wall will follow up with Mr. Terry Monroe about promotional membership.

Accomplishments and Goals – Chief Timothy Wall

- Review accomplishments for 2013 – will review 2013 accomplishments at the February Board meeting and then they can be used as an article or in the newsletter after February.
- What are goals for 2014 and 2015? –
 - Partner more with the EMS section.
 - Promote NFFF and heart attack research.
 - Get the “Do it Different” message out to the fire service. Should VCOS do a ribbon report? The VCOS Board will discuss this at the February Board meeting. Action item: Chief Windisch and Chief Vaughn to put together a plan and bring it to the Board in February.
 - Mr. Jenaway stated that VCOS should keep an eye out on the community paramedicine issue because it will become a fire department issue. VCOS can collaborate with the EMS section on this issue. Action item: Mr. Oettel, Chief Wilson, Chief Larson, and Mr. Jenaway will talk about this issue and bring ideas to address this to the Board.
 - There needs to be a standard for combination fire departments (not just 1710 for career and 1720 for volunteers). This has been tried in the past and was denied, but that was awhile ago. Maybe VCOS should write a letter to the standards council asking about the feasibility of trying again? Instead of a standard VCOS could come up with a best practices document because it may be hard to apply a standard to all departments since they are so different. Another idea is that the rewrite of 1720 could be expanded to have a section for combination departments. Chief Render is on the 1720 committee. Action item: Chief Eggleston to have a discussion with Chief Render about this issue.

New Revenue-Generating Projects – Chief Timothy Wall

- Chief Wall mentioned he is continuing to work with Globe.
- \$5 dues increase may be something to look at the February Board meeting.
- Chief Windisch would like to meet with the Shell Pipeline representative that has been working with IAFC and the National Programs Department and potentially invite her to the February Board meeting.

Action item: Ms. Ameen will touch base with Chief Windisch regarding Shell Pipeline.

Old Business – Chief Timothy Wall

Some VCOS Board members met with Target Solutions while here at the Symposium.

Action item: Ms. Ameen will talk to Ms. Courtney Bulger and get feedback on the proposed partnership agreement. Chief Eggleston and Ms. Ameen will work on edits to the proposed partnership agreement based on the meeting with Target Solutions. A revision will then be presented to the VCOS Board.

Roundtable

Crutcher – He would like demographic information on the VCOS membership. He had a suggestion of developing an app for VCOS as a whole and/or for Symposium. It could be used as a benefit to offer VCOS members. Action item: Chief Crutcher will contact Mr. Tim Hopkins on IAFC staff to get more information about the resources needed to develop an app.

Cheves – Guidebook.com does apps as well.

Vaughn – He would like to stay involved in the NFFF initiatives. He thanked Board members for helping do his speaker introductions so he could go to the NFFF stair climb.

Windisch – He thanked the Board for caring wishes regarding his mother.

Eggleston – He shared his eulogy from his father’s funeral.

Wall – He thanked everyone on the VCOS Board for all of their hard work. He stated that Chief Metcalf had very positive comments about the Symposium and VCOS.

The meeting was adjourned at 5:50pm.