



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



4795 Meadow Wood Lane, Suite 100 • Chantilly, VA 20151 • Tel: 703.273.0911 • IAFC.org

### **“Beyond Hoses and Helmets: Putting the Pieces Together” Strategy and Tactics of Leading a Volunteer or Combination Fire/Rescue Organization**

The Volunteer & Combination Officers Section, hereinafter referred to as the VCOS, in cooperation with Pierce Fire Apparatus, is pleased to offer ***Beyond Hoses and Helmets: Putting the Pieces Together - Strategy and Tactics of Leading a Volunteer or Combination Fire/Rescue Organization***. This course is available to local, regional or state organizations which are willing to host the interactive educational opportunity.

The ***Beyond Hoses and Helmets*** course has been developed by members of the VCOS who have real-life expertise in the various educational components. The course curricula were developed by nationally-recognized fire service leaders from volunteer and combination departments across the United States. The United States Fire Administration and the National Emergency Training Center provided technical support in the development of course material and supporting documents. The course is designed for 12 student contact hours.

**Target Audience.** The target audience for ***Beyond Hoses and Helmets*** is chief officers, directors, commissioners, and emerging fire officers of organizations which are staffed by volunteer, part-time, paid on-call and/or career personnel.

#### **VCOS AGREES TO:**

- Select 2 instructors of its choosing. Should the host agency request a specific instructor(s), the VCOS will attempt to honor the request, based upon the instructor’s availability.
- Provide the instructor honorarium.
- Fund instructor air transportation.
- Provide ***Beyond Hoses & Helmets*** marketing materials.
- Provide a master student activity guidebook, certificates of attendance, course evaluations, and other supplementary materials.

#### **HOST AGENCY AGREES TO (at its expense):**

- Market ***Beyond Hoses & Helmets*** to adjoining agencies within their region(s) to assure a minimum of 20 attendees at least 25 days in advance of the assigned course dates.
  - Provide audio/visual equipment as required. This includes but is not limited to: liquid crystal display (LCD) projector with appropriate cabling for a laptop computer, projector screen, sound system, wireless lavalier microphone(s), lectern/podium, high-speed internet connection, DVD player, etc.
  - Have a representative of the HOST AGENCY present at the course location for logistical support.
- Provide educational space with chairs and tables conducive to the productive learning environment. ***This shall include recommendations / guidelines of the United States Center for Disease Control, state and local health departments to prevent the spread of COVID 19.***
- Furnish one self-stick easel type paper charts for every 8 – 10 students, large felt-tip markers.
- Provide name tent style cards
- Print student manuals, certificates of attendance on high quality paper, course evaluations, and other supplementary materials.
- Cooperate with the lead instructor for ground transportation to and from the host’s airport.
- Provide instructor lodging (2 rooms/2 nights) which comply with the U.S. Fire Administration’s Hotel/Motel Fire-Safe List, when applicable.
- Furnish instructor meals, per GSA per diem: <https://www.gsa.gov/travel-resources>. The per diem is paid directly to each instructor.

The Host agency, at its option, may charge a small fee to cover coffee break service, lunch, and snacks. The host may also solicit course sponsors to cover these incidental costs.

1. All correspondence regarding course scheduling, requirements and conditions shall be in writing and transmitted via mail or email. All correspondence shall be directed to Ms. Kelly Ameen at IAFC, 4795 Meadow Wood Lane, Suite 300-W, Chantilly VA 20151. Phone and email information is at the bottom of this form.
2. The host agency and its agent(s) are not authorized to infer, promise, or commit the VCOS to any obligations that may involve VCOS resources without prior arrangement.
3. A representative from the host agency must be present for the course at all times.
4. **A cancellation fee of \$300.00** may be imposed by the VCOS if the host agency fails to attain the minimum student count and airline tickets have been purchased. A cancellation fee may also be imposed if the host cancels the course offering. The cancellation fee is due and payable upon demand.

**HOST AGREEMENT.** This agreement is entered into between the VCOS, a section of the IAFC and the \_\_\_\_\_, herein after referred to as the Host. This agreement covers the terms and conditions between the VCOS and the Host for the delivery of a leadership course.

**Proposed dates:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

Course Sponsor Department \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Will this course be offered to other emergency service organizations in the region? Yes No  
Brief description of surrounding department types and demographics:

Number of anticipated attendees: \_\_\_\_\_

Name(s) of preferred instructors, if known: \_\_\_\_\_

You will determine the hours of the class time with your instructors, once selected.

Contact Name and Title: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Contact Cell Phone #: \_\_\_\_\_

Contact Fax: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

Closest Airport: \_\_\_\_\_ Distance to host facility: \_\_\_\_\_

**I have read and I agree to all conditions on this two-page "Host Agreement" form:**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

**Email this to: VCOS at [vcos@iafc.org](mailto:vcos@iafc.org) (Phone: 703-463-8537)**